

REPORT
OF THE
BOARD OF CIVIL SERVICE EXAMINERS
FOR THE
YEAR ENDED DECEMBER 31
1907

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OTTAWA
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EXCELLENT MAJESTY
1908

REPORT
OF THE
BOARD OF CIVIL SERVICE EXAMINERS
FOR THE
YEAR ENDED DECEMBER 31, 1907.

The undersigned, constituting the Board of Civil Service Examiners for the Dominion of Canada, have the honour to report that during the year ended December 31, 1907, they held, or caused to be held, the Promotion and Entrance Examinations prescribed by 'The Civil Service Act.'

Accompanying this report will be found the following appendices, viz.:—

1. Civil Service Act.
2. Regulations governing the Board.
3. Statements giving particulars of attendance at promotion and entrance examinations.
4. Copy of papers set at the promotion examination.
5. Copy of papers set at the preliminary examination.
6. Copy of papers set at the qualifying examination.
7. Copy of papers set for optional subjects.
8. List of candidates who were successful in passing the preliminary or lower grade examination.
9. List of candidates who were successful in passing the qualifying or higher grade examination.
10. List of candidates who succeeded in options, specifying the subject or subjects in which they passed.
11. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who in consequence are qualified for employment in the public service without examination.

Section 107 of the Civil Service Act which directs the submission of an annual report covering the operations of the Board reads as follows:—

The Secretary of State shall lay before Parliament within fifteen days after the commencement of each session, a report of the proceedings of the Board under this Act during the preceding year, which report shall include a copy of the examination papers, a statement of all examinations held and of the number of candidates at each, and the names of the successful candidates, and also the rules and regulations made

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during the year under the provisions of this Act respecting appointments, promotions, examinations, and all other matters appertaining to the Civil Service.

The Board has always interpreted the foregoing provision of the Statute as intending that they should report as to what changes were necessary from time to time in the Act and in the regulations governing examinations, and in each succeeding annual report of the Board, notably those for the years 1905 and 1906, there will be found numerous recommendations of amendments to the Act and regulations with a view to the raising of the standard of the examinations 'all along the line;' to the more rigorous enforcement of penalties against any candidate who might offend against the rules and regulations; and, looking in general terms to the improvements of the Civil Service Act.

The members of the Board now feel that it would be to a degree unbecoming for them to offer any suggestions along the same lines while the entire status and organization of the Civil Service of Canada are under review and criticism by the Royal Commission appointed by His Excellency in Council for that purpose. The whole question of the Civil Service and of the Civil Service Act may be said truly to be *sub judice* at the present time. All, therefore, that the members of the Board feel justified in stating now is that they await with confidence the report of the Royal Commission, which will, in all probability, have been given to the government before the printing of this document,—such confidence being very largely based on the knowledge that the distinguished chairman of the commission is well known to be thoroughly in sympathy with the needs and aspirations of the Civil Service of the Crown in Canada, and is eminently fitted to act as an exponent and interpreter of them because of his long and honourable tenure of office, as deputy head of the Department of Finance.

GENERAL PROMOTION EXAMINATION.

The general promotion examination for the employees of the Civil Service, was this year held on Tuesday, May 7, and the following day, at Quebec, Toronto and Ottawa. Candidates presented themselves from the following departments, viz: Auditor General, Post Office, Justice, Interior, Inland Revenue, Indian Affairs, Geological Survey, Public Works, Public Printing and Stationery, Militia and Defence, Railways and Canals, Customs, Agriculture, and Privy Council Office.

The question having frequently been asked the Board whether junior second-class clerks who were third-class clerks prior to the Act of 1895 came into force, and who had passed the qualifying examination before appointment, were eligible for promotion to a second-class clerkship without passing a promotion examination, a ruling upon which was obtained from the Law Officers of the Crown and, as it will be of interest to a great many in the Service, it is here given in full for their information as follows:—

‘OTTAWA, April 22, 1907.

‘SIR,—I have the honour to acknowledge receipt of your letter of the 16th instant, in which you ask for an opinion as to whether persons who were appointed third-class clerks previous to the year 1895, and who now belong to the junior second-class, still enjoy the privilege of being dispensed from the promotion examination in case of their appointment to the rank of second-class clerk.

‘In reply, I take you to refer to persons who were appointed third-class clerks before the Act of 1895 came into force, that is, before the first day of January, 1896, and who under section 13 of the Act of 1900 became junior second-class clerks from

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the date on which that Act came into force, viz.: July 1, 1900, subject to the proviso that the said section should not prejudice or affect any of the rights or privileges which such third-class clerks would otherwise have.

It had been held under the Act of 1895 that second-class clerks, who had passed the qualifying examination were eligible for appointment to the second-class without undergoing the promotion examination, on the ground that, by reason of section 12 of that Act, the third-class clerks were no longer in the service, and their advancement to the second-class was, therefore, not a promotion within the meaning of the Civil Service Act; and after the Act of 1900 was passed, it was held that this right or privilege was preserved to them by the proviso or saving clause contained in section 13 of the latter Act.

'The question now is whether they are still entitled to that right or privilege since the Revised Statutes came into force?

'In reply I beg to state, that in my opinion, they are so entitled, their rights in this respect being preserved by the provisions of the Act 6 and 7 Edward VII, respecting the Revised Statutes, 1906, and especially by section 5, paragraph (b) thereof.

'I have the honour to be, sir,

'Your obedient servant,

'E. L. NEWCOMBE,

'Deputy Minister of Justice.'

SPECIAL PROMOTION EXAMINATION.

During the year with which this report deals, special promotion examinations under authority of orders in council, passed in pursuance of the provisions of section 22 of 'The Civil Service Act' were held to enable promotions to be made in the following departments, viz.: Marine and Fisheries, Secretary of State, Inland Revenue, Militia and Defence and Interior. Except in the case of the Department of Inland Revenue the examination was confined to the single subject of 'Duties of Office.' In the department named the candidates were required to undergo examination in all the subjects of the curriculum, viz.: penmanship, orthography, arithmetic, composition and duties of office. It is hoped that one of the results of the work of the Civil Service Commission will be to establish a uniform system with regard to special promotion examination.

No Excise promotion examination was held during the year 1907, presumably because the needs of the department did not call for one. Of course no injustice was done to Excise officials by reason of this intermitting of the examination, as it is generally understood that this examination is only held from time to time as the requirements of the department render it necessary.

ENTRANCE EXAMINATIONS.

The undersigned have the honour to report that personally on the usual days in November last at Montreal, Toronto and Ottawa, and by sub-examiners at Charlottetown, Halifax, Saint John, Quebec, Kingston, Hamilton, London, Port Arthur, Windsor, Winnipeg, Regina, Edmonton, Prince Albert, Calgary, Vancouver and Victoria, the preliminary and qualifying examination prescribed by the statute for entrance into the public service were held.

The entrance examinations this year were again held on two separate occasions (5, 6 and 7th, and 12th, 13th and 14th November) at Winnipeg and all points west thereof, for the purpose of enabling all employees of the Postal Service who desired to do so to attend such examinations. While, as already stated, the Board desires this

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year to refrain from commenting in any way upon the examination, they feel constrained to record their satisfaction not only at the increase of candidates, but at the notable improvement of their quality and at the interest and assiduity evinced in their work. So much is this the case that whereas in former years percentages of sixty and seventy in most subjects were rare exceptions, they are now rather the rule.

At the same time the Board feels that satisfaction should not be expressed at the increase in the number of candidates, if that increase is to result in a great army of young men—to say nothing at all of young women—‘waiting around,’ to use a homely expression, for a government position which is not available. A competitive system of examination would eliminate this difficulty, because they who did not secure high percentages would recognize the hopelessness of their obtaining employment in the Civil Service until all those ahead of them in proficiency should have been provided for.

Apart from all this, however, the Board feels that much good is done to the cause of education in general by the preparation of young people for these examinations; they acquire knowledge necessarily in the process; they get the discipline of submitting to the ordeal of expressing themselves by the written word; and they are benefited in other ways too, as for example, if successful, by obtaining a certificate which is accepted as a guarantee of competency by many banks and business houses of repute. Only—things being as they are now—candidates should learn what they frequently appear to have no idea of, despite all the experience of others—namely, that the passing of the examinations and the obtaining of certificates are no guarantee at all of securing employment in the Public Service of Canada.

The Board is pleased to report that, so far, no irregularities have been reported in connection with the different examinations held during the past year. This gratifying result is unquestionably due to the fact that candidates recognize that wrong doing of any kind cannot be practised with impunity, and that all cases brought to the notice of the Board are dealt with promptly and severely.

The Board desires to again call attention to their recommendation that a fee of two dollars should be charged upon all applications received from unsuccessful candidates for a review of their papers, which, in the event of their appeal being sustained, shall be returned to the applicant, otherwise, the amount to be deposited to the credit of the Receiver General. This practice of asking for a re-examination of papers has grown to such a magnitude that it is now the exception rather than the rule for candidates to accept the Board's decision in the first instance, and as a great deal of additional labour is entailed as a result on the examiners, it is deemed fair and just that some fee should be charged for the service.

SUB-EXAMINERS.

The Board have again pleasure in reporting that the staff of sub-examiners continue to give every satisfaction in the performance of their duties.

The staff of sub-examiners in connection with the Board is as follows:—

Charlottetown, Ewen Stewart.

Halifax, J. O. Foley.

Saint John, W. S. Carter.

Kingston, W. H. Godwin.

Hamilton, H. Carpenter.

London, George Duncan.

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Windsor, J. H. Dempster.
Port Arthur, Revd. J. W. Healy.
Sault Ste. Marie, James Bassingthwaighte.
Winnipeg, The Venerable Archdeacon Fortin.
Regina, R. D. McMurchy.
Edmonton, William Read.
Moosejaw, J. W. Coldwell.
Calgary, Stanley Jones.
Vancouver, T. S. Baxter.
Victoria, Reverend Dr. Campbell.
Nelson, Dr. E. C. Arthur.

FEES.

The fees received from the candidates at the Promotion Examination in May, and deposited to the credit of the Receiver General amounted to \$226.

The fees received from the candidates at Special Promotion Examination, and deposited to the credit of the Receiver General, amounted to \$22.

The fees received from the candidates at the Entrance Examinations in November, and deposited to the credit of the Receiver General, amounted to \$3,331.

Candidates at the Promotion Examination numbered, at Special Promotion Examination, 113, and at the Entrance Examinations, 868.

All of which is respectfully submitted.

JNO. THORBURN, M.A., LL.D.,
Chairman.
A. D. DECELLES, LL.D., F.R.S.C.
J. C. GLASHAN, LL.D., F.R.S.C.

WM. FORAN,
Secretary.

APPENDICES.

1. The Civil Service Act.
2. Regulations governing the Board.
3. Statements giving particulars of attendance at promotion, entrance, special and excise examinations.
4. Copy of papers used at special and regular promotion examinations.
5. Copy of papers used at the preliminary entrance examination, 5th November.
6. Copies of the qualifying examination papers, 6th November.
7. Copies of papers used at the preliminary examination, 12th November.
8. Copies of the qualifying examination papers, 13th November.
9. Copies of the option papers used at both examinations.
10. List of the candidates who were successful in passing the preliminary or lower grade examination.
11. List of the candidates who were successful in passing the qualifying or higher grade examination.
12. List of the candidates who succeeded in options, specifying the subject or subjects in which they passed.
13. List of graduates of Canadian universities who have exhibited their diplomas to the Board, and who, in consequence are qualified for employment in the public service without examination.

APPENDIX 1

An Act respecting the Civil Service of Canada.

SHORT TITLE.

1. This Act may be cited as the Civil Service Act. R.S., Short title. c. 17, s. 1.

INTERPRETATION.

2. In this Act, unless the context otherwise requires,— Definitions.

- (a) 'head of the department' means the minister of the Crown for the time being presiding over the department;
(b) 'deputy,' 'deputy head,' or 'deputy head of the department,' means the deputy of the minister of the Crown presiding over the department, and the Clerk of the Privy Council; and includes also the Auditor General, in all cases in which such meaning is not inconsistent with his powers and duties under the Consolidated Revenue and Audit Act;
(c) 'Board' means the examiners appointed for the purposes of this Act. R.S., c. 17, s. 2; 3 E. VII., c. 9, s. 1.

CONSTITUTION.

3. The Civil Service for the purposes of this Act includes and consists of all classes of officers, clerks and employees, elsewhere than in the provinces of Saskatchewan and Alberta and in the Northwest Territories and the Yukon Territory, in or under the several departments of the Executive Government of Canada and in the office of the Auditor General, included in schedules A and B to this Act, appointed by the Governor in Council or other competent authority before the first day of July, one thousand eight hundred and eighty-two, or thereafter appointed or employed in the manner provided by the Civil Service Act for the time being in force; and also includes,—
- Of whom the Civil Service shall consist.

- (a) such officers, clerks or employees in the lower grades as are determined by order in council; and,
(b) such officers, clerks and employees in the provinces of Saskatchewan and Alberta and in the Northwest Territories and the Yukon Territory, holding positions which if held in other parts of Canada would bring them under the provisions of this Act, as the Governor in Council brings under the provisions hereof.

Exception. 2. The Civil Service shall not, however, include nor shall this Act apply to any of the officers or employees to whom by the provisions of the Post Office Act that Act instead of the Civil Service Act is intended to apply. R.S., c. 17, s. 3; sch. B.; 2 E. VII., c. 28, s. 1.

Two
divisions.
Inside
division.

4. The service shall be divided into two divisions, namely:—
(a) The first or inside departmental division which shall comprise officers, clerks and employees of those classes mentioned in schedule A, employed on the several departmental staffs at Ottawa, and in the office of the Auditor General; and,

Outside
division.

(b) The second or outside departmental division which shall comprise officers, clerks, and employees of those classes mentioned in schedule B, and the other officers, clerks and employees included in the Civil Service who are employed otherwise than on the departmental staffs at Ottawa. R.S., c. 17, s. 4.

Regulations. 5. The Governor in Council may, from time to time, make general rules and regulations, not inconsistent with the provisions of this Act, respecting the appointments and promotions of the officers, clerks and employees in the Civil Service and all other matters pertaining thereto. R.S., c. 17, s. 5.

Governor in
Council to
determine
number of
officers, etc.

6. The Governor in Council shall, from time to time, determine the number of officers, clerks of the several classes and grades, messengers and other employees who are required for the working of the several departments in each division of the Civil Service, but the collective amount of the salaries of each department shall, in no case, exceed that provided for by vote of Parliament for that purpose.

If the
actual num-
ber exceeds
that allowed.

2. If the number of officers, clerks, and employees then attached to any department in either division thereof is greater than the number allowed to the department, as herein provided, the Governor in Council shall name the persons to fill the several offices; and the remainder shall be supernumerary clerks, ineligible for increase of salary, of that class respectively in which they rank, and shall so remain until promoted in the manner herein provided or until severed from the service. R.S., c. 17, s. 6.

BOARD OF EXAMINERS.

Examiners.

7. Three examiners shall, from time to time, be appointed by the Governor in Council, who, for the purposes of this Act, shall be known as the Board; and they shall examine all candidates for admission to the Civil Service, and give certificates of qualification to such persons as are found qualified, according to such regulations as are authorized by the Governor in Council for the guidance of the Board.

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2. The Governor in Council may appoint a person who Clerk. shall be clerk to the Board, at a salary not exceeding seven hundred dollars per annum.

3. Each member of the Board shall receive such salary, Salary of not exceeding four hundred dollars per annum, as is fixed members. by the Governor in Council.

4. The members of the Board, while engaged in their work, Travelling shall be paid such travelling expenses as are determined by the expenses. Governor in Council.

5. Such persons as are selected by the Board to assist it Pay of in the conduct of examinations shall receive such sum, not assistants. exceeding five dollars a day, as is fixed by the Governor in Council.

6. The meetings of the Board shall be held at such times, Meetings. and the proceedings thereof shall be governed by such rules and regulations as the Governor in Council, from time to time, determines.

7. The Board shall be supervised by the Secretary of State. Supervision. R.S., c. 17, s. 8; 52 V., c. 12, s. 1.

8. The Board may obtain the assistance of persons who Who may be have had experience in the education of the youth of Canada, appointed as and with such assistance shall hold, or cause to be held, period- assistants. ical examinations for admission to the Civil Service, at such times and places as shall be determined, from time to time, by the Governor in Council.

2. Examinations shall, as far as possible, be in writing, and Examina- the cost thereof shall be defrayed out of moneys previously tions in writing. voted by Parliament for that purpose. R.S., c. 17, s. 9.

9. Whenever the Board is satisfied that any irregularity or Proceedings fraudulent practice has obtained at any examination held by in case of it or by any person deputed by it, the Board may summon irregularity at examina- before it by an instrument signed by the chairman or acting tion. chairman of the Board, and may examine under oath or affirmation, any person who, in its opinion, is in a position to give evidence in relation to such irregularity or fraudulent practice. 58-59 V., c. 14, s. 1.

10. If the person so summoned does not appear at the time Refusal to and place appointed by such instrument, the chairman or acting appear as chairman of the Board shall be vested with all the powers conferred upon a justice of the peace by the Criminal Code, in the case of a person to whom a summons has been directed, requiring such person to appear before such justice at a time and place therein mentioned to give evidence respecting a charge of an indictable offence, and who does not appear in obedience thereto. 58-59 V., c. 14, s. 1.

11. Whenever any person appearing in obedience to any Punish- such instrument, or by virtue of a warrant issued under the ment of persons re-

fusing to
answer.

last preceding section, refuses to be sworn, or having been sworn refuses to answer such questions as are put to him, or refuses or neglects to produce any documents which he is required to produce, without in any such case offering any just excuse for such refusal or neglect, the chairman or acting chairman of the Board shall, as to such person, be vested with all the powers, as to process and punishment in respect to witnesses, conferred in like cases upon a justice of the peace by the Criminal Code. 58-59 V., c. 14, s. 1.

Oath how ad-
ministered.

12. Every oath or affirmation required for the purpose of such inquiry may be administered by any member of the Board. 51 V., c. 12, s. 2.

Report to
Secretary of
State.

13. If any person is proved upon such inquiry to have been concerned in any fraudulent practice, or to have been guilty of any breach of the regulations made by the Governor in Council with respect to any examination held under the authority of this Act, the Board shall report the same to the Secretary of State, who may thereupon cause such person's name to be removed from the list of persons who are found qualified. 51 V., c. 12, s. 2.

Disqualifica-
tion.

Personation
at examina-
tion.

14. Every person who, at any examination held under this Act, personates any candidate or employs, induces or allows any person to personate him, is guilty of an offence against this Act, and liable, on summary conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and, if he is employed in the Civil Service, to be dismissed therefrom. 51 V., c. 12, s. 2.

Procuring
or furnishing
examina-
tion question
paper.

15. Every person who surreptitiously procures from any printer or other person, and every person who, without authority, furnishes to any other person any examination question paper or any other paper relating to any such examination as aforesaid, is guilty of an offence against this Act, and liable, on summary conviction, to imprisonment, with or without hard labour, for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and, if he is employed in the Civil Service, to be dismissed therefrom.

Disqualified.

2. No such person shall be allowed to present himself at any subsequent examination. 51 V., c. 12, s. 2.

EXAMINATIONS.

No appoint-
ment with-
out examina-
tion.

16. Except as herein otherwise provided no person shall be appointed to or employed in either division of the Civil Service unless the person so appointed or employed has passed the examination hereinafter required in order to qualify him for such appointment or employment. R.S., c. 17, s. 29.

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17. It shall be necessary to pass the first or preliminary examination in order to qualify for the following appointments or employments:— Preliminary examination.

Messenger;

Porter;

Sorter;

Packer;

Tidewaiter;

Assistant inspector of weights and measures; and,

Such other appointments or employments in the lower grades as are determined by the Governor in Council. R.S., c. 17, s. 29; 58-59 V., c. 15, ss. 4 and 8.

18. It shall be necessary to pass the second or qualifying examination in order to qualify for the following appointments or employments:— Qualifying examination.

Third-class clerkships in the first division;

Third-class clerkships and the offices of landing waiters and lockers in the second division for Customs service;

Third-class excisemen and stenographers or typewriters in the second division of the Inland Revenue service;

Third-class clerkships, railway mail clerkships and the offices in the second division for Post Office service; and,

Temporary clerks or writers in either division. R.S., c. 17, s. 29; 51 V., c. 12, s. 14; 58-59 V., c. 15, ss. 4 and 8; 63-64 V., c. 14, s. 3; 3 E. VII., c. 9, ss. 15 and 26.

19. Candidates may pass both the preliminary and qualifying examinations at their option. R.S., c. 17, s. 29. Both examinations passed at option.

20. No person shall be admitted either to the preliminary or qualifying examination until he has satisfied the Board,— Candidates for admission.

(a) that at the time appointed for such examination he will, if the examination is for an appointment which the passing of the preliminary examination is sufficient to qualify for, be of the full age of fifteen years, and, in other cases, be of the full age of eighteen years; and, if for the inside departmental division, that his age will not then be more than thirty-five years; Age.

(b) that he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties; and, Physique.

(c) that his character is such as to qualify him for employment in the service. R.S., c. 17, s. 30; 58-59 V., c. 15, s. 5. Character.

21. The preliminary and qualifying examinations shall be held only once a year and during the month of November, under such regulations, not inconsistent with this Act, as are from time to time made by the Governor in Council, and published in the English and French languages in the *Canada Gazette*. Times and method.

51 V., c. 12, s. 5.

Promotion
examina-
tions.

22. Except as herein otherwise provided no promotion in either division of the Civil Service shall take place without special examination under regulations made by the Governor in Council. R.S., c. 17, s. 39.

In May.

23. Except as herein otherwise provided promotion examinations shall be held once a year in the month of May and at such other time as is from time to time fixed by the Governor in Council, and shall be in such subjects as are determined from time to time for each department by the Governor in Council, and in such subjects as by report of the deputy head of the department in which the promotion is to be made, concurred in by the head of the department, are submitted to the Board as best adapted to test the fitness of the candidates for the vacant office. 51 V., c. 12, s. 8; 3 E. VII., c. 9, s. 22.

Subjects.

Age.

24. When a vacancy to be filled by promotion exists in the inside division, the examination shall not be open to any person appointed to the outside division who at the date of his first appointment was of a greater age than thirty-five years. R.S., c. 17, s. 39.

Yearly esti-
mate of
probable
vacancies.

25. Once in each year, not later than the fifteenth day of March, the deputy head of each department shall make and lay before the Board through the Department of the Secretary of State estimates of the number of vacancies to which promotions may be made in the first and second divisions respectively of his department during the ensuing year, either by reason of retirement, death, failure of health or other cause, in the respective classes of chief, first-class and second-class clerks.

Limitation.

2. The number so estimated shall be the number with reference to which the examinations for promotion shall be held. R.S., c. 17, s. 40; 51 V., c. 12, s. 9.

To whom ex-
aminations
shall be
open.

26. The examinations shall be open to all persons who comply with the requirements of this Act as to proof of age, health and character, and conform to the regulations made as herein provided, upon payment of such fees as are determined by the Governor in Council. R.S., c. 17, s. 32.

Either
English or
French.

27. All examinations under this Act shall be held in the English or French language, at the option of the candidate. R.S., c. 17, s. 32; 51 V., c. 12, s. 6.

Notice.

28. Notice of every examination, whether for admission into the Civil Service or for promotion therein, shall be published in the English and French languages in the *Canada Gazette* at least one month before the date fixed for the examination, and such notice in the case of promotion examinations shall state the number of promotions expected in each class in each division. R.S., c. 17, ss. 33 and 41; 51 V., c. 12, s. 7.

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29. Immediately after each examination a list of the persons Pass list. who are found qualified shall be made out, and published in the *Canada Gazette*. R.S., c. 17, s. 34.

APPOINTMENTS.

30. Except as herein otherwise provided all appointments Tenure. to the Civil Service shall be during pleasure, and no person shall be appointed to any place below that of a deputy head unless, in addition to passing the requisite examination, he has served the probationary term hereinafter mentioned. R.S., Probationary service. c. 17, s. 10.

31. No person shall be appointed to any place in the first Age limits. or inside departmental division of the Civil Service, other than that of a deputy head, controller of railway mail service or superintendent of railway mail service, on probation or otherwise, whose age exceeds thirty-five years, or who has not attained the full age of eighteen years: Provided that this section shall not render ineligible any officer or employee, not within the said age limits, to be transferred from the outside service to the railway mail service branch. 58-59 V., c. 15, s. 12; 60-61 V., c. 14, s. 1.

32. Whenever it becomes necessary to make any appoint- First ap-ment to any of the classes to which it is herein provided pointments. that first appointments shall only be made after qualifying examination, such necessity shall be reported to the head of the department by his deputy; and upon such report being approved by the head of the department, and after the salary to be paid has been voted by Parliament, the head of the department shall select and submit to the Governor in Council for probation, from the lists of qualified candidates made by the Board, a person fitted for the vacant place. R.S., c. 17, s. 35.

33. The person so selected shall not receive a permanent Probation. appointment until he has served a probationary term of at least six months. R.S., c. 17, s. 35.

34. The head of the department or the deputy head may, Rejection at any time during the period of probation, reject any clerk during pro- or employee appointed to his department. R.S., c. 17, s. 35. bation.

35. No probationary clerk shall remain in any department Report of more than one year, unless, at or before the end of that time, deputy head the deputy head signifies to the head of the department in as to com- writing that the clerk is considered by him competent for the petency. duty of the department. R.S., c. 17, s. 36.

36. If such probationary clerk be rejected, the head of the Further department shall report to the Governor in Council the reasons selections.

for rejecting him, and another clerk shall thereupon be selected in like manner in his stead.

Another
trial.

2. The head of the department shall decide whether the name of the person rejected shall be struck off the list as unfit for the service generally, or whether he shall be allowed another trial. R.S., c. 17, s. 36.

Officers
requiring
special quali-
fications.

37. When the deputy head of a department in which a vacancy occurs reports, for reasons set forth in such report,—

(a) that the qualifications requisite for such office are wholly or in part professional or technical; and,

(b) that it would be for the public interest that the examination herein provided for should, as regards such vacancy, be wholly or partially dispensed with;

the Governor in Council may, without reference to the age of the person, if the head of the department concurs in such report, select and appoint or promote such person as is deemed best fitted to fill the vacancy, subject to such examination as is suggested in the report. 3 E. VII., c. 9, s. 21.

Exceptions.

38. City postmasters and post office inspectors; inspectors, collectors and preventive officers in the Customs Department; inspectors of weights and measures, and deputy collectors and preventive officers in the Inland Revenue Department, may be appointed without examination and without reference to the rules for promotion herein prescribed. 3 E. VII., c. 9, s. 21.

Three years'
experience
in outside
Customs.

39. Notwithstanding anything in this Act a person who has served over three years as an officer or acting officer in the outside service of the Customs may be appointed an examining officer in such service subject to such examination on the duties of office and other qualifications as is prescribed by the deputy head in a report to be concurred in by the head of the department. 3 E. VII., c. 9, s. 21.

College
graduates.

40. Graduates of the Royal Military College, or of any university in Canada, shall be exempt from the qualifying examination. 51 V., c. 12, s. 5.

Vacancy in
Auditor
General's
office.

41. If a vacancy occurs in the office of the Auditor General, the report required as to such vacancy shall be made to the Minister of Finance. R.S., c. 17, s. 38.

Re-entry.

42. Any officer, clerk or employee who has resigned, shall be eligible, without examination, under the authority of an order in council, to re-enter the service, in the class in which he was serving at the time of such resignation, and at the salary which he was then receiving, if funds are available for the payment of his salary. R.S., c. 17, s. 53.

PROMOTIONS.

43. The promotion examination may be dispensed with on a report from the deputy head, concurred in by the head of the department, that such examination is not necessary in the case of the following persons when employed or when seeking promotion in the line of their profession:—

Exemptions
from ex-
amination.

Barristers;

Attorneys;

Military or civil engineers;

Officers of the artillery in the Department of Militia and Defence;

Architects;

Draughtsmen and land surveyors.

2. Such examination may also be so dispensed with in the case of special-class excisemen seeking promotion in the Department of Inland Revenue. 51 V., c. 12, s. 8.

Special class
excisemen.

44. Railway mail clerks and clerks employed in post offices shall not be required to pass the promotion examination. 60-61 V., c. 26, s. 2; 61 V., c. 20, s. 6.

Railway mail
clerks.

45. No such examination shall be required for the re-employment or promotion of excisemen who passed the departmental examinations for the special class in the excise service before the first day of July, one thousand eight hundred and eighty-two. R.S., c. 17, s. 39.

Excisemen.

46. Except as herein otherwise provided, when any vacancy occurs in one of the higher classes, in either division, the head of the department shall select from the list of successful candidates for promotion, the person whom he considers best fitted for the office, having due reference to any special duties incident to such office, to the qualification and fitness shown by the candidates respectively during their examination and to the record of their previous conduct in the service. R.S., c. 17, s. 42; 51 V., c. 12, s. 10.

Selection for
vacancies in
higher
classes.

47. Every promotion so made shall be subject to a probation of not less than six months.

Probation.

2. At any time during the first year the head of the department may reject the person promoted, or he may be definitely accepted at any time during the second period of six months after his promotion.

In case of
rejection.

3. If the person so selected is rejected he shall then return to the performance of the duties in which he was previously engaged. R.S., c. 17, s. 43.

Return to
duties.

48. When any clerk who is promoted on probation is rejected, the head of the department shall select another in his stead from the candidates whose names still remain on

Further
selection.

the lists of qualified persons made by the Board. R.S., c. 17, s. 44.

Former
duties by
whom per-
formed.

49. During the period for which a clerk is promoted on probation the duties of the office previously held by him shall, if necessary, be performed by a person selected for that purpose by the head of the department. R.S., c. 17, s. 45.

EXCHANGES AND TRANSFERS.

Without
examination.

50. An exchange of positions between two officers serving in different departments, or in different divisions of the same department, and the filling of a vacancy in one department by a transfer from another division of the same department or from another department, may be authorized by the Governor in Council to be made without examination of either officer.

No increase.

2. Such exchange or transfer shall be made without increase of salary of either of the persons exchanging or transferred.

Age.

3. No person shall be transferred from the outside to the inside division, whose age at the date of his first appointment exceeded thirty-five years. R.S., c. 17, s. 46.

DEPUTY MINISTERS.

Office.

51. There shall be a deputy head for each department.

Created by
Parliament.

2. No officer shall hereafter be raised to the rank of deputy head except in the case of a vacancy occurring, or when a new department is created by Act of Parliament. 51 V., c. 12, s. 3.

Appoint-
ment.

52. The deputy heads of departments shall be appointed by the Governor in Council, and shall hold office during pleasure.

Removal,
statement of
reasons.

2. Whenever such pleasure is exercised in the direction of removing a deputy head from his office, a statement of the reasons for so doing shall be laid on the table of both Houses of Parliament within the first fifteen days of the next following session. R.S., c. 17, s. 11.

Salary of
Deputy
Minister of
Justice.

53. The Deputy Minister of Justice may, if at the time of his appointment he is a barrister of at least ten years' standing, be paid a salary beginning on appointment at four thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars. 3 E. VII., c. 9, ss. 2 and 6.

Salary of
Deputy
Minister of
Finance.

54. The Deputy Minister of Finance may, if at the time of his appointment he has been for at least ten years in the service of one or more of the chartered banks of Canada as general manager or as manager of a branch of such bank or in both capacities, be paid a salary beginning on appointment at four

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thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars.

2. The salary of the Deputy Minister of Finance holding office on the twenty-fourth day of October, one thousand nine hundred and three, shall, so long as he remains in office, be five thousand dollars per annum. 3 E. VII., c. 9, ss. 2 and 3. Present Deputy.

55. The Deputy Minister of Railways and Canals may, if at the time of his appointment he is a civil engineer of at least ten years' standing, be paid a salary beginning on appointment at four thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of five thousand dollars. 3 E. VII., c. 9, s. 2. Salary of Deputy Minister of Railways and Canals.

56. In all cases not hereinbefore provided for the salary of a deputy head of a department shall on appointment be three thousand five hundred dollars per annum, with an annual increase of one hundred dollars until a maximum salary is reached of four thousand dollars per annum. 3 E. VII., c. 9, ss. 2 and 4. Salaries of other deputy heads.

57. The increases of salary hereinbefore authorized to be made to any deputy head shall be made by the Governor in Council upon the recommendation of the head of his department. 3 E. VII., c. 9, s. 2. Increases how made.

58. Nothing herein contained shall operate to diminish the salary or emolument of any deputy head holding office on the twenty-fourth day of October, one thousand nine hundred and three, who was at that date in receipt of a salary larger than would be payable to him under this Act. 3 E. VII., c. 9, s. 5. No salary diminished.

59. The deputy head of each department shall, subject to the directions of the head of the department, oversee and direct the officers, clerks and employees of the department, and shall have general control of the business thereof, and shall perform such other duties as are assigned to him by the Governor in Council. Duties.

2. He shall give his full time to the public service and shall discharge all duties required by the head of the department, or by the Governor in Council, whether such duties are in his own department or not. Full time.

3. No deputy head shall receive any pay, fee or allowance in any form in excess of the amount of the salary hereinbefore authorized to be paid to him. 3 E. VII., c. 9, s. 7. No extra pay.

60. In the absence of any deputy head, a chief clerk named by the head of the department shall perform the duties of such deputy head, unless the performance of such duties is otherwise provided for by the Governor in Council. Acting deputy.

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For Auditor
General.

2. There shall be in the office of the Auditor General a chief clerk who shall at all times act for the Auditor General in his absence. R.S., c. 17, s. 14.

CHIEF CLERKS, GRADE A.

How created.

61. A chief clerkship, grade A, in any department shall only be created by order in council, passed after,—

(a) the deputy head has reported that such an officer is necessary for the proper performance of the public business in the department, stating the reasons on which he has arrived at that conclusion;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. 3 E. VII., c. 9, ss. 8 and 19.

Salary.

62. The minimum salary of a chief clerk, grade A, shall be two thousand four hundred dollars per annum, with an annual increase of one hundred dollars up to a maximum of two thousand eight hundred dollars per annum.

Idem.

2. If, however, a person upon his appointment or promotion to a chief clerkship, grade A, is in receipt of a salary greater than the minimum salary of such chief clerkship, he may be appointed or promoted at the salary which he is then receiving if it does not exceed the maximum salary of such chief clerkship. 3 E. VII., c. 9, s. 8.

Promotion of
chief clerk
to grade A.

63. A chief clerk in any department may without being required to undergo any examination be promoted to a chief clerkship, grade A, by an order in council passed after,—

(a) the deputy head has reported that the duties devolving upon such officer are of special importance, and that the officer recommended for such promotion is specially qualified for their performance;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. 3 E. VII., c. 9, s. 8.

CHIEF CLERKS.

How created.

64. A chief clerkship in any department shall only be created by order in council, passed after,—

(a) the deputy head has reported that such an officer is necessary for the proper performance of the public business in the department, stating the reasons on which he has arrived at that conclusion;

(b) the concurrence of the head of the department in such report; and,

(c) the salary has been voted by Parliament. R.S., c. 17, s. 15.

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65. The minimum salary of a chief clerk shall be one thousand nine hundred dollars, with an annual increase of fifty dollars up to a maximum of two thousand five hundred dollars. 3 E. VII., c. 9, s. 9. Salary.

FIRST-CLASS CLERKS.

66. A first-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. R.S., c. 17, s. 17. How created.

67. The minimum salary of a first-class clerk shall be one thousand five hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand nine hundred dollars. 3 E. VII., c. 9, s. 10. Salary.

SECOND-CLASS CLERKS.

68. A second-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. R.S., c. 17, s. 19. How created.

69. The minimum salary of a second-class clerk shall be one thousand two hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand five hundred dollars. 3 E. VII., c. 9, s. 11. Salary.

JUNIOR SECOND-CLASS CLERKS.

70. A junior second-class clerkship shall only be created by order in council, passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. 63-64 V., c. 14, s. 2. How created.

71. The minimum salary of a junior second-class clerk shall be eight hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of one thousand one hundred dollars. 3 E. VII., c. 9, s. 12. Salary.

72. The Governor in Council may, upon the recommendation of the head of the department, concurred in by the Treasury Board, appoint a person who is a graduate of the Royal Military College or of any university in Canada to be a junior second-class clerk. 63-64 V., c. 14, s. 7. College graduates.

Condition of
such appoint-
ment.

73. An appointment shall only be made under the last preceding section in one of the following cases:—

(a) Where the person to be appointed is to take the place of a clerk of the second or a higher class;

(b) Where the deputy head of the department reports that, owing to the special class of work to be performed, an appointment under the said section is desirable. 63-64 V., c. 14, s. 7.

THIRD-CLASS CLERKS.

How created.

74. Except as hereinafter otherwise provided a third-class clerkship shall only be created by order in council passed on the report of the deputy head, concurred in by the head of the department, setting forth the reasons for creating the office, and after the salary has been voted by Parliament. 3 E. VII., c. 9, s. 19.

Salary.

75. The minimum salary of a third-class clerk shall be five hundred dollars per annum, with an annual increase of fifty dollars up to a maximum of seven hundred dollars. 3 E. VII., c. 9, ss. 16 and 18.

Supplement
for optional
subjects.

76. The Governor in Council may give to any person who is appointed a third-class clerk, in addition to the salary herein provided for on appointment, an amount not exceeding fifty dollars per annum for each optional subject not exceeding two in which he has passed the qualifying examination.

2. Such optional subjects shall be book-keeping, shorthand and typewriting. 63-64 V., c. 14, s. 6; 3 E. VII., c. 9, s. 15.

Appoint-
ment of
certain em-
ployees as
third-class
clerks.

77. Any person who at the time of his appointment as third-class clerk is in the service of the Government and receiving or entitled to receive a salary, and who has been or is a writer, clerk, packer, sorter or messenger, either temporary or otherwise, in the inside service of one of the departments of the Government at Ottawa, or in the office of the Auditor General, may be so appointed at the salary which he was so receiving or entitled to receive at the time of such appointment, not exceeding, however, the maximum salary of a third-class clerk. 3 E. VII., c. 9, s. 20.

Without
qualification.

78. Any such person as in the last preceding section mentioned who had for two years prior to the twenty-fourth day of October, one thousand nine hundred and three, been continuously in the inside service, either in the capacity of writer, clerk, packer, sorter or messenger, or in any other capacity, may be appointed a third-class clerk without regard to his age, and without passing the qualifying examination.

Except
order in
council.

2. The order in council appointing him shall be held to create the third-class clerkship in respect of which such appointment is made. 3 E. VII., c. 9, s. 20.

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MESSENGERS, PACKERS AND SORTERS.

79. This Act in so far as applicable shall continue to apply ^{Permanent} as heretofore to permanent messengers, packers and sorters ^{messengers, packers and sorters.} appointed before the first day of January, one thousand eight hundred and ninety-six. 58-59 V., c. 15, ss. 2 and 14.

80. The salary of a messenger, packer or sorter appointed ^{Salary.} to the Civil Service previous to the first day of January, one thousand eight hundred and ninety-six, may be increased to a maximum of seven hundred dollars per annum by amounts not exceeding fifty dollars in any one year. 58-59 V., c. 15, ss. 2, 12 and 14; 3 E. VII., c. 9, s. 27.

PRIVATE SECRETARIES.

81. Any member of the Civil Service may be appointed ^{Additional} private secretary to the head of a department, and may be ^{salary.} paid an additional salary not exceeding six hundred dollars a year whilst so acting.

2. No salary shall be payable to any private secretary unless ^{If voted.} the amount has been voted by Parliament. R.S., c. 17, s. 48.

SALARIES.

82. Except as herein otherwise provided the salary of a ^{Begin at} clerk on appointment or promotion to any class shall begin ^{minimum.} at the minimum of such class. 58-59 V., c. 15, s. 3; 63-64 V., c. 14, s. 5; 3 E. VII., c. 9, s. 17.

83. The officers, clerks and employees mentioned in schedule ^{Schedule B.} B to this Act shall be paid according to the scale thereby established.

2. The salaries of officers, clerks and employees in the second ^{Other out-} or outside division of departments other than the Customs, ^{side salaries.} Inland Revenue and Post Office Departments shall, subject to the provisions of any Act relating thereto, be fixed in each case by the Governor in Council. R.S., c. 17, s. 25.

84. If an officer, clerk or employee who is promoted to a ^{Salary in} higher class, or who is transferred from one class to another ^{excess} class, is, at the time of such promotion or transfer, in receipt ^{of minimum} of a higher salary or emolument than the minimum salary of ^{in certain} the class to which he is promoted or transferred, the Governor in Council may authorize the payment to him of the salary or emolument he was receiving at the time of such promotion or transfer, if it does not exceed the maximum salary of the class to which he is promoted or transferred. 63-64 V., c. 14, s. 12.

85. No officer, clerk or employee shall receive any increase ^{Conditions of} of salary except by order in council passed on the report of the ^{increase.}

deputy head, concurred in by the head of the department, stating that such officer, clerk or employee is deserving of such increase. R.S., c. 17, s. 26; 63-64 V., c. 14, s. 8; 3 E. VII., c. 9, ss. 18, 25 and 27.

May be
suspended.

86. The increase of salary of any officer, clerk or employee authorized under this Act for the then current year may be suspended by the head of the department for neglect of duty or misconduct, and may be subsequently restored by such head, but without arrears. R.S., c. 17, s. 26.

From what
time payable.

87. Except as herein otherwise provided any increase of salary authorized by this Act shall be payable from the first day of the official quarter next succeeding the date on which, from his length of service, any clerk or employee for whom such increase is recommended, is eligible for such increase.

In case of
promotion.

2. In case of promotion, the increase of salary shall become payable from the day on which such promotion takes place. R.S., c. 17, s. 27.

Post office
inspectors
and assist-
ants.

88. Increases of salary of post office inspectors and assistant post office inspectors shall, however, be payable at the expiration of one year from the date of appointment, or at the expiration of one year from the date on which the post office inspector or assistant post office inspector last received an increase, as the case may be. 3 E. VII., c. 49, s. 7.

Payment of
salary pro-
hibited.

89. Except as herein otherwise provided no salary shall be paid to any member of the Civil Service whose appointment or promotion, or whose increase of salary, after the first day of July, one thousand eight hundred and eighty-two, has not been made in the manner provided by the Civil Service Act in force at the time of such appointment, promotion or increase, or otherwise authorized or confirmed by law. R.S., c. 17, s. 28.

No extra
payment.

90. No extra salary or additional remuneration of any kind whatsoever shall be paid to any deputy head, officer, clerk or employee in the Civil Service or to any other person permanently employed in the public service. 51 V., c. 12, s. 12.

Status of
clerks pre-
served.

91. The status of clerks in the service on the twenty-fourth day of October, one thousand nine hundred and three, is hereby preserved, and if the salary of any such clerk is less than the minimum salary of his class as fixed by this Act, his salary may be increased to such minimum. 3 E. VII., c. 9, s. 13.

Deduction
from pay
for unauthor-
ized absence.

92. When the absence of any officer is not occasioned by his employment on other duties by the Government, by leave of absence or on account of illness certified by an authorized medical practitioner, appointed by the Governor in Council for that

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purpose, his salary for each day of such absence shall be deducted from his monthly salary. R.S., c. 17, s. 51.

93. Nothing contained in this Act shall prejudicially affect the salary or emoluments of any deputy head, officer, clerk or employee in the Civil Service, appointed on or before the first day of July, one thousand eight hundred and eighty-two, so long as he continues in office, nor shall anything herein contained prejudicially affect any salary or emolument granted and fixed by any Act in force on the day in this section mentioned. R.S., c. 17, s. 54. Act not to prejudice certain officers.

TEMPORARY EMPLOYMENT.

94. When from a temporary pressure of work or from any other cause extra assistance is required in any branch of either the first or second division, the Governor in Council may, on the report of the deputy head of the department, concurred in by the head of the department, that such extra assistance is required, authorize the employment of such number of temporary clerks, writers, messengers, porters, packers, or sorters, as are required to carry on the work of the department. 58-59 V., c. 15, s. 7. How authorized.

95. Temporary employment shall not give to any person any claim to permanent appointment or to continued or further temporary employment. 58-59 V., c. 15, s. 9. No permanent appointment.

96. Temporary clerks employed on the first day of January, one thousand eight hundred and ninety-six, may be continued in such temporary employment, notwithstanding their not having passed any examination, at such rate of pay as fixed by the Governor in Council, not exceeding the rate of pay which they were then receiving. 58-59 V., c. 15, s. 8. Temporary clerks of January 1st, 1896.

97. Graduates of the Royal Military College or of any university in Canada may be employed without passing the qualifying examination. 51 V., c. 12, s. 5. College graduates.

98. The remuneration of temporary clerks and writers and of messengers, porters, packers and sorters, shall be at the rate to begin with of five hundred dollars per annum, which may be increased by annual sums not exceeding fifty dollars up to a maximum of seven hundred dollars per annum. 3 E. VII., c. 9, s. 27. Remuneration of temporary employees.

99. The Governor in Council may in the case of any temporary clerk, or in the case of any temporary messenger, porter, packer or sorter, whose salary was, on the twenty-fourth day of October, one thousand nine hundred and three, less than five Increase.

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hundred dollars per annum increase such salary to the amount last mentioned. 3 E. VII., c. 9, s. 27.

Vote. **100.** Temporary employees shall be paid only out of moneys specially voted by Parliament for the purpose. 58-59 V., c. 15, s. 11.

LEAVE OF ABSENCE.

How granted. **101.** The head of a department may grant to each officer, clerk or other employee, leave of absence for purposes of recreation for a period not exceeding three weeks in each year.

When. 2. Every such officer, clerk or employee, whether in the first or second division, shall take the leave so granted at such time during each year as the head of the department determines. R.S., c. 17, s. 49.

In case of illness, etc. **102.** In case of illness or for any other reason which to him seems sufficient, the Governor in Council may grant to any officer, clerk or other employee, leave of absence for a period not exceeding twelve months. R.S., c. 17, s. 49.

SUSPENSION.

How. **103.** The head of a department, and in his absence the deputy head, may,—

In what cases. (a) suspend from the performance of his duty or from the receipt of his salary any officer, clerk or employee guilty of misconduct or negligence in the performance of his duties;

Removal of suspension. (b) remove such suspension;
Pay forfeited. but no person shall receive any salary or pay for the time during which he was under suspension.

Report. 2. All cases of suspension by the deputy head of a department shall be reported by him to the head of the department. R.S., c. 17, s. 50.

DISMISSAL.

Governor in Council may dismiss. **104.** No provision herein contained shall impair the power of the Governor in Council to remove or dismiss any deputy head, officer, clerk or employee, but no such deputy head, officer, clerk or employee, whose appointment is of a permanent nature, shall be removed from office except by authority of the Governor in Council. R.S., c. 17, s. 55.

ATTENDANCE BOOK.

Form and use. **105.** There shall be kept in each department, and in the office of the Auditor General, at the seat of Government, and in each office of the second division, a book or books to be called the attendance book, which shall be in such form as is

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determined by the Governor in Council, in which each officer, clerk and employee of such office or department shall sign his name, at such times as are determined by the Governor in Council. R.S., c. 17, s. 56.

OATHS.

106. The deputy heads of departments and all officers, ^{Allegiance} clerks, messengers, sorters and packers of the Civil Service ^{and office.} who have not already done so, and every deputy head, officer, clerk, messenger, sorter or packer hereafter appointed, before any salary is paid him, shall take and subscribe the oath of allegiance and also the oath contained in schedule C to this Act, or such other oath as is provided by any other Act, in that behalf.

2. In the case of the Clerk of the Privy Council, and all ^{Secrecy.} officers, clerks and employees under him, and in the case of any officer, clerk or employee of whom the Governor in Council requires the same, there shall be added to the oath at the asterisks, in the form of the oath in the said schedule C, the words contained in schedule D to this Act.

3. The Clerk of the Privy Council shall take and subscribe ^{Clerk of} the said oaths before the Governor General or some one ^{Privy} appointed by him to administer the same. ^{Council.}

4. In the case of persons residing or coming to reside at the ^{Before whom} city of Ottawa, the oaths shall be taken and subscribed before ^{taken in} the Clerk of the Privy Council. ^{Ottawa.}

5. In other cases the oaths may be taken and subscribed ^{And else-} before a justice of the peace or other proper authority, who shall ^{where.} forward the same to the Clerk of the Privy Council.

6. The Clerk of the Privy Council shall keep a register of ^{Register.} all such oaths. R.S., c. 17, s. 57.

REPORT.

107. The Secretary of State shall lay before Parliament ^{Contents.} within fifteen days after the commencement of each session, a report of the proceedings of the Board under this Act during the preceding year, which report shall include a copy of the examination papers, a statement of all examinations held and of the number of candidates at each, and the names of the successful candidates, and also the rules and regulations made during the year under the provisions of this Act respecting appointments, promotions, examinations, and all other matters appertaining to the Civil Service. R.S., c. 17, s. 58; 51 V., c. 12, s. 13.

CIVIL SERVICE LIST.

108. The Secretary of State shall cause to be printed each ^{Contents.} year a list, to be called the Civil Service List of Canada, of

all persons employed in the several departments of the Government, together with those employed in the two Houses of Parliament, upon the first day of July, next preceding, showing the dates of their several appointments and promotions, their age, rank in the service, and salary; and shall lay the same before Parliament within the first fifteen days of each session. R.S., c. 17, s. 59.

SCHEDULE A.

- (a) Deputy heads of departments;
- (b) Officers who have special professional or technical qualifications;
- (c) Chief clerks of both grades;
- (d) First-class clerks;
- (e) Second-class clerks;
- (f) Junior second-class clerks.
- (g) Third-class clerks. R.S., c. 17, sch. A; 58-59 V., c. 15, s. 12; 63-64 V., c. 14, s. 1; 3 E. VII., c. 9, ss. 14 and 19.

SCHEDULE B.

CUSTOMS.

Higher Classes.

Inspectors...	Salary from \$1,600 to \$2,500
Collectors...	" 300 to 4,000
Chief clerks...	" 1,200 to 2,000
Surveyors...	" 1,200 to 2,400
Assistant surveyors (comprising tide surveyors, chief landing waiters and chief lockers)...	" 800 to 1,200

Technical Officers.

Appraisers...	Salary from \$800 to \$2,000
Assistant appraisers...	" 600 to 1,500
Gaugers...	" 600 to 1,200

Other Classes.

Clerks...	Salary from \$400 to \$1,200
Examining officers (including lockers and landing waiters)...	" 400 to 1,000
Packers, messengers and tide waiters...	" 300 to 600

3 E. VII., c. 9, s. 23.

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INLAND REVENUE.

Inspectors..	Salary from \$1,600 to \$2,500
Collectors..	" 500 to 2,400
Deputy collectors..	" 400 to 1,700
Accountants..	" 600 to 1,500
Special-class excisemen (chief officers in charge of distilleries)..	" 1,400 to 1,800
Special-class excisemen, other than the foregoing....	" 1,200 to 1,400
First-, second- and third-class excisemen..	" 600 to 1,200
Probationary excisemen..	" 500
Stenographers and typewriters..	" 400 to 600
Messengers..	" 400 to 750

To which may be added for surveys of important manufactories an additional salary for the special-class excisemen and other officers connected with such survey, not exceeding in any one case two hundred dollars per annum. 3 E. VII., c. 9, s. 24.

POST OFFICE.

Post Office Inspectors and Assistant Post Office Inspectors.

The salary of a post office inspector on appointment shall be two thousand dollars, with increases of fifty dollars per annum for six years, and one hundred dollars per annum thereafter up to a maximum of two thousand six hundred dollars.

Any post office inspector who, on the thirteenth day of August, one thousand nine hundred and three, had completed six years of service as such may be granted an increase of one hundred dollars per annum up to the maximum of two thousand six hundred dollars.

Any post office inspector who, on the last mentioned date, had completed less than six years of service as such may be granted an increase of fifty dollars per annum until he has completed six years of service, and one hundred dollars per annum thereafter up to the maximum of two thousand six hundred dollars.

The salary of an assistant post office inspector on appointment shall be twelve hundred dollars, with increases of fifty dollars per annum for the first six years, and one hundred dollars per annum thereafter up to a maximum of one thousand eight hundred dollars.

Any assistant post office inspector who, on the thirteenth day of August, one thousand nine hundred and three, had completed six years of service as such may be granted an increase of one hundred dollars per annum up to a maximum of one thousand eight hundred dollars.

Any assistant post office inspector who, on the last mentioned date, had completed less than six years of service as such may be granted an increase of fifty dollars per annum until he has completed six years of service, and of one hundred dollars per annum thereafter up to a maximum of one thousand eight hundred dollars: 3 E. VII., c. 49, s. 7.

Railway Mail Clerks.

	On Appoint- ment.	After 2 years service in any class of Railway Mail Clerks.	After 5 years service in any class of Railway Mail Clerks.	After 10 years service in any class of Railway Mail Clerks.
	\$	\$	\$	\$
Chief Clerk	1,000	1,200	1,350	1,500
First Class	720	800	880	960
Second Class	600	640	720	800
Third Class	480	520	560	640

To Railway Mail Clerks, in addition to regular salary, an allowance not exceeding half a cent per mile for every mile travelled on duty in the Post Office cars, and an additional allowance of half a cent per mile for every mile so travelled between eight in the afternoon and eight in the forenoon.

52 V., c. 12, s. 3.

City Postmasters.

Class 1.	When postage collections exceed	\$250,000..	\$4,000
“ 2.	“ “ are from	\$200,000 to 250,000..	3,750
“ 3.	“ “ “	150,000 to 200,000..	3,500
“ 4.	“ “ “	100,000 to 150,000..	3,250
“ 5.	“ “ “	80,000 to 100,000..	2,800
“ 6.	“ “ “	60,000 to 80,000..	2,400
“ 7.	“ “ “	40,000 to 60,000..	2,200
“ 8.	“ “ “	20,000 to 40,000..	2,000
“ 9.	“ “ are less than..20,000..	1,400

to \$1,800, as the Postmaster General determines. These salaries shall not be supplemented by any allowances, commissions or perquisites whatsoever.

Assistant Postmasters.

Class 1.	When postage collections exceed	\$80,000..	\$2,000
“ 2.	“ “ are from	\$60,000 to 80,000..	1,800
“ 3.	“ “ “	40,000 to 60,000..	1,600
“ 4.	“ “ “	20,000 to 40,000..	1,400
“ 5.	“ “ are less than..20,000..	1,100

to \$1,400, as the Postmaster General determines. 52 V., c. 12, s. 3.

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*Clerks in City Post Offices, and the Offices of Post Office
Inspectors and Superintendents of Railway
Mail Service.*

Fourth class, on appointment, four hundred dollars; by annual increases of fifty dollars up to seven hundred dollars. If any stamper and sorter is promoted to the fourth class, his initial salary as such class clerk shall be not less than his salary as such stamper and sorter at the time of such promotion.

Junior third class, on appointment, seven hundred dollars; by annual increases of fifty dollars up to eight hundred dollars.

Senior third class, on appointment, eight hundred dollars; by annual increases of fifty dollars up to nine hundred dollars.

Junior second class, on appointment, nine hundred dollars; by annual increases of fifty dollars up to one thousand dollars.

Senior second class, on appointment, one thousand dollars; by annual increases of fifty dollars up to one thousand two hundred dollars.

First class, specific duties, with fixed salaries in each case to be determined by the Postmaster General; no salary to be less than one thousand two hundred dollars, or more than one thousand five hundred dollars.

Any clerk in any of the said offices who on the thirteenth day of August, one thousand nine hundred and three, was in the third class, shall be deemed to be a junior third-class clerk, his salary until otherwise ordered, continuing to be the amount which he was then enjoying, subject to annual increases not exceeding fifty dollars until it reaches eight hundred dollars per annum.

Any clerk in the second class on the last mentioned date shall be deemed to be a senior second-class clerk, except that if his salary was then less than one thousand dollars, it shall, until otherwise ordered, continue to be the amount which he was then enjoying, subject to annual increases, not exceeding fifty dollars each, until it reaches twelve hundred dollars per annum. 3 E. VII., c. 49, s. 6.

SCHEDULE C.

I (A.B.) solemnly and sincerely swear that I will faithfully and honestly fulfil the duties which devolve upon me as _____ and that I will not ask, or receive any sum of money, services, recompense or matter or thing whatsoever, directly or indirectly, in return for what I have done or may do in the discharge of any of the duties of my said office, except my salary or what may be allowed me by law or by an order of the Governor in Council; * * * * *
So help me God. R.S., c. 17, sch. C.

SCHEDULE D.

(After the asterisks in schedule C.)

And that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as *(as the case may be)*. R.S., c. 17, sch. D.

APPENDIX 2**REGULATIONS FOR THE GOVERNANCE OF THE BOARD OF CIVIL SERVICE EXAMINERS IN HOLDING EXAMINATIONS UNDER THE CIVIL SERVICE ACT.**

1. One of the members shall be chairman, and when present shall pre-
side at the meetings of the Board, and one may be secretary, if appointed
to that office by the Governor General in Council. Chairman
and secre-
tary.
 2. In the absence of one of the members of the Board the other two
shall be competent to transact business, and their decision shall be as valid
as if the three had been present. Two mem-
bers of
board may
transact
business.
 3. Regular entrance examinations shall be held annually at as many of
the places named in the Civil Service Act as the Governor General in
Council may direct, and also at any other places similarly selected and
designated to the Board. The examination shall commence on the second
Tuesday in the month of November, and shall continue until completed. Regular
entrance ex-
aminations.
 4. The Board shall meet prior to the examination in sufficient time to
make the preparations necessary for holding the said examination, and
shall continue to meet until their work is finished. Meetings of
board.
 5. The examinations shall be held simultaneously, that is, on the same
days and hours at the several places designated by the Council, and shall
be conducted at every place precisely in the same manner and by means of
the same questions. Examina-
tions to be
held simul-
taneously
and in same
manner.
 6. The answers of the candidates shall be in writing and on paper pre-
pared and supplied by the Board. Answers in
writing.
 7. In the places at which the examiners cannot personally attend, sub-
examiners shall be appointed to conduct the examinations according to the
printed regulations supplied to them by the Board. Sub-exam-
iners to be
appointed.
 8. At the close of the examination it shall be the duty of the examiners
in charge, to collect and seal up the written papers of the candidates and
to transmit the same, duly attested, to the secretary of the Board at Ottawa. Written
papers to be
sealed up
and trans-
mitted to
secretary.
 9. Every candidate for examination shall be required to satisfy the
Board:—
 1. If coming up for the Preliminary examination only and if intending
to serve in the Inside Departmental Division, that he is of the full age of
fifteen years and not over thirty-five; if coming up for the Qualifying
examination, that he is of the full age of eighteen years; and if for the
Inside Departmental Division, not over thirty-five years old. Require-
ment of
candidate.
Preliminary
examination,
age.
Qualifying
examination,
age.
- NOTE.—The proof of age shall be by a properly certified extract from
the birth registration, and should this not be procurable, then by such other
evidence as may be satisfactory to the Board. Proof of age.

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- Sound health. 2. That he is in sound health and free from any defect or disease, mental or physical, which would be likely to interfere with the proper discharge of his duties.
- Proof of health NOTE.—The proof of health shall be by the certificate of a practising physician.
- Character. 3. That his character is such as to qualify him for employment in the Civil Service.
- Proof as to character. NOTE.—The proof of character shall be by the certificate of a minister of religion, mayor, or justice of the peace.

APPLICATIONS.

- Application for admission to examination, forms to be used. 10. The applications for admission to the examination shall be by means of forms which will be supplied to the candidate by the Board, and said forms correctly filled up shall be re-addressed to the secretary, at least one month before the day appointed for commencing the examination.
- Fees to be paid. 11. A fee of two dollars in the case of the Preliminary examination and of four dollars in the case of the Qualifying examination, shall be paid by each candidate, and shall be collected on the first day of the examination as the roll is being called. In the case of candidates coming up for examination in one subject the fee shall be two dollars, and a fee of one dollar shall be payable for the privilege of taking optional subjects. Should insuperable difficulties preclude the attendance of a candidate at the examination for admission to which he has sent the regular application and certificates such candidate, on communicating the facts to the secretary, may be admitted at the next ensuing examination, by simply sending an application without new certificates.
- Admission to next ensuing examination.

EXAMINATIONS.

- Examinations open. English or French language may be used. 12. The examinations shall be open to all persons who shall have complied with the requirements of the Civil Service Act, as to proof of age, health and character, and in doing their examination work, the candidates shall be at liberty to use either the English or the French language.
- Notice of examination. 13. Notice of every examination to be held under the Civil Service Act shall be published in the *Canada Gazette*, in the English and French languages, one month at least before the date fixed for the examinations, and shall state when and where it is to be held.
- Examinations, how designated. Optional subjects. 14. The examinations shall be known as the Preliminary or Lower Grade and the Qualifying or Higher Grade. In conjunction with the latter, there will be certain optional subjects, any or all of which the candidates may take or decline to take as may be minded.
- Preliminary examination. 15. The Preliminary examination will be in,—
1. Penmanship;
2. Orthography;
3. The first four rules of arithmetic;
4. Reading print and manuscript.
- Maximum marks and minimum of average required. 16. The maximum marks in each subject will be 60, and in order to pass, the candidate will require to make not less than 30 per cent on any subject, and an average of 50 per cent of the combined value on all subjects, or 120 out of the 240.

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17. The Preliminary examination will qualify for the following appointments:—

18. Messengers in both Inside and Outside divisions, porters, railway mail porters, sorters, packers, letter carriers, mail transfer clerks, box collectors, tide waiters, assistant inspectors of weights and measures, and such other offices of the Lower Grades as may be determined by the Governor General in Council. Appointments for which the preliminary examination will qualify.

19. The Qualifying or Higher Grade examination shall be held immediately after the Preliminary, and shall be in,— Qualifying or higher grade examination.

1. Penmanship;
2. Orthography;
3. Arithmetic, including interest, vulgar and decimal fractions;
4. Geography, chiefly of the Dominion of Canada;
5. History,—British, French and Canadian—chiefly the latter;
6. Grammar;
7. Composition;
8. Transcription.

List of subjects included in the examination.

20. The same scale shall govern in this as in the Preliminary examination, viz., a minimum of not less than 30 per cent on any one subject, and an average on the whole eight of 50 per cent. As the subjects are valued at 100 marks each, the average required will be 400. This examination will qualify for the following appointments:— Same scale shall govern as in the preliminary examination.

1. Temporary writers in the first division;
2. Third-class clerkships and the offices of landing waiters and lockers in the second division for Customs service;
3. Third-class clerkships and the office of exciseman in the second division for Inland Revenue service;
4. Third-class clerkships, railway and marine mail clerkships, and the offices in the second division for Post Office service;
5. Junior second-class clerkships in the first division.

Appointments for which the qualifying or higher grade examination shall qualify.

21. Candidates who fail in one subject only at the Qualifying examination, but who make the required average (50 per cent, or 400 marks) will be allowed to come up at the next ensuing examination, and then only for that one subject, and if they secure the minimum will be held to have passed. Conditions upon which candidates may come up at the next ensuing examination.

22. Candidates who fail at the Qualifying examination, excepting those who fail in one subject only, will receive no advantage from the optional subjects they may have treated successfully, the failure in the Qualifying subjects neutralizing success in options. Candidates failing at qualifying examination; effect as to optional subjects.

23. Candidates who may desire to be examined in optional subjects must take them at the time of the Qualifying examination, at which they present themselves, and will not be permitted to come up for that purpose at any subsequent examination. Subsequent examinations in optional subjects not allowable.

24. Candidates who pass in options will, in the event of appointment to office, be credited with the subjects in which they were successful up to two, but not in excess of two. Candidates who passed in options.

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List of
optional
subjects.

25. The options are:—

1. Bookkeeping—by double entry;
2. Shorthand;
3. Typewriting.

Minimum of
marks in
option.

26. In order to pass in options, the candidates will require to make at least 50 marks in each subject taken.

Option candi-
dates will
inform
secretary.

27. Candidates who intend taking options will inform the secretary of the Board.

CERTIFICATES.

Certificate.
Option 'with
honours.'

28. Every candidate who passes the Preliminary or Qualifying examination successfully will receive a certificate to that effect, and in the cases of candidates who have gained options, a certificate 'with honours,' specifying the options passed.

TIME TABLES.

Board will
prepare time
tables.

29. The Board will prepare time tables for the several examinations, showing the order in which the subjects are to be taken up, and the time allowed for each, which time shall be strictly observed by the examiners.

FORMS.

Board will
provide
forms.

30. The forms necessary for giving effect to the foregoing rules will be provided by the Board, and on application to the secretary, not less than one month before the day of examination, will be forwarded to the candidates and others interested.

REPORT.

When report
shall be made
by board, and
what it shall
embrace.

31. Not later than the 31st day of January in each year, the Board shall make a report to the Secretary of State of the proceedings for the year ended on the preceding 31st day of December, which report will embrace copies of the printed examination question papers used at the several examinations, the names of the successful candidates, and copies of any rules or regulations adopted during the year.

STATIONERY.

Stationery
and other
requisites.

32. The stationery and other requisites shall be provided by the Department of Public Printing and Stationery upon requisitions from the Board of Examiners approved by the head of said department.

Regulations for Conducting the Civil Service Entrance Examinations.

Preparation
and printing
of questions.

33. The Board of Examiners shall prepare and cause to be printed (confidentially) the questions to be used at the Preliminary, Qualifying (including options) and Promotion examinations, excepting always the Promotion papers on 'Duties,' which papers the departments interested will supply.

How examin-
ation shall
be com-
menced.

34. The examiner will begin by calling the roll and marking, opposite to the names of the candidates in attendance, the word 'present,' and to these he will communicate the number by which they are to be severally identified throughout the examination.

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35. Each subject for examination shall be dealt with in a separate paper, and sufficient time will be allowed the candidates to give their work a careful and intelligent treatment. Separate paper for each subject.

36. The examinations will commence each day at 9.30 a.m., continuing until noon, when a recess will be taken. They will commence at 1.30 p.m., and continue day by day till 4 p.m., or to the time specified in the time table, till finished. Hours of examination.

37. Each candidate shall be designated by a number, which he will place in plain figures at the head of each sheet of paper he may use and also (together with the name of the subject treated) on the back of the outside sheet, which papers, at the expiration of the time allowed, he will hand to the examiner. Each candidate shall be designated by a number.

38. The questions will be numbered, and the number of marks assigned to each question will be shown in the margin of the printed question paper. Questions will be numbered.

39. The date and hour for the issue of each examination (question) paper and the time allowed for its treatment will be plainly stated at the head thereof. Date, hour and time to be stated.

40. The examiners will exercise the greatest possible care in order to prevent the nature of the examination questions from becoming known before the time fixed for the issue of the papers has arrived. Examiners will exercise care.

41. Should the Board have reason at any time to believe that candidates have been guilty of misconduct, by copying from each other or by improperly obtaining information relative to the subjects under treatment during the examination, they (the Board) will hold the results of the examination respecting such candidate in suspense until they have thoroughly investigated the circumstances; and if such misconduct should be found to have occurred, the papers of such candidates will be cancelled and the offending persons will be disqualified from future examinations. Candidates guilty of misconduct by copying from each other, or improperly obtaining information how to be dealt with.

42. Should the sub-examiners have cause to believe that the irregularities referred to in the preceding paragraph, or any others, have taken place among their candidates, they will faithfully report the facts to the Board. Irregularities to be reported to the board.

43. The number of examination (question) papers on each subject required at each place of examination will be sent to the examiners, inclosed in sealed envelopes, indorsed with the subject and the number of papers they contain, and said envelope shall only be opened when the time specified in the time table for doing so has arrived, and in the presence of the candidates. Number of papers on each subject shall be sent to the examiners, and endorsed with the subject, etc.

44. The stationery required for the examinations will be supplied by the Board, and the paper shall be written upon one side only. The margin must also be left blank, as it will be wanted for noting the valuations. Stationery will be supplied by the board.

45. No persons other than the examiners, their assistants and the candidates shall be allowed within the rooms during the examinations. Who allowed in during examination.

46. The examiners shall refrain from communicating to any one the results of the examinations until the same shall have been reported to the Secretary of State. Examiners not to communicate.

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Position of candidates during examination.

47. The candidates shall, if possible, be placed five feet apart during the examinations, and any attempt at holding communication with each other must be promptly and effectually checked by the examiners.

Books, etc., not permitted.

48. No books, notes, maps or diagrams shall be permitted in the examination rooms.

Candidates shall be seated five minutes before the commencement of the examinations.

49. The candidates shall all be seated five minutes before the commencement of the examinations, and no candidate will be allowed to enter the room later than fifteen minutes after the time fixed for commencing the treatment of a subject. Nor shall any candidate be allowed to leave the room during the treatment of a subject—save in cases of extreme necessity—but so soon as any candidate shall have finished his paper he may hand it to the examiner after which he will be at liberty to retire, but he will not, however, be allowed to re-enter until the time for the commencement of the next subject is called.

Perfect silence.

50. Perfect silence shall be observed during the time devoted to the treatment of the subjects.

At expiration of time examiner will collect paper.

51. Punctually at the expiration of the time allowed for the treatment of a subject, the examiners in charge shall notify the candidates of the fact, and will collect the papers whether finished or unfinished.

Examiner will check papers with list of candidates present.

52. On receiving the papers the examiner in charge will check them with the list of candidates present, so as to satisfy himself that he has one from each person, and should he find any short he will at once proceed to inquire for them. If any candidate fails to put in a paper the examiner will state the fact and the reason for its having been withheld in the report of the secretary. After receiving and collecting the papers he will arrange them in numerical order and inclose them in an envelope with,—

How papers are to be arranged and inclosed in envelopes.

1. The place of examination;
2. The subject of the paper; and
3. The number of papers inclosed.
4. He will then seal and sign the cover.

At close of examination examiner will fill up form.

53. At the conclusion of the examination the examiners in charge will fill up a form certifying that the rules and regulations have been faithfully observed, and if anything requiring explanation has occurred they will state the facts to the secretary of the Board.

Promotion Examinations.

Time of holding promotion examinations.

54. These examinations are held annually in the month of May, and are conducted in all respects like the examination for entrance. (See the instructions relating to the latter).

Subjects designated 'obligatory' and 'supplementary.'

55. The subjects in which the candidates are examined are known as 'Obligatory' and 'Supplementary,' or subjects which may be prescribed by the deputy heads of departments.

List of 'obligatory' subjects.

56. The 'Obligatory' subjects are:—

1. Penmanship;
2. Orthography.
3. Arithmetic (the nature of which is to be determined by the deputy head of the department to which the candidate belongs, according to the

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requirements of the service the candidates are rendering or may be expected to render, if promoted to the higher classes they are aspiring to).

4. Composition.

5. Duties of office, or of the higher office sought.

6. Efficiency, by which is understood the value placed by the deputy heads upon the service rendered, or which is being rendered by the candidates.

57. The 'Supplementary' subjects, any or all of which the deputy heads may prescribe, are:—

List of 'supplementary' subjects.

1. Translations (from English into French or French into English).

2. Geography.

3. Bookkeeping.

4. Précis.

5. Constitution (The British North America Act).

58. The 'Obligatory' subjects, including 'Efficiency,' together with the 'Supplementary' subjects, which the deputy heads of departments may select from, are each rated at 100 marks.

'Obligatory' subjects; how rated.

59. No clerk on the staff of any department of the public service, who was in the service and employment of the government on the first day of July, 1882, and has since been continuously engaged therein, shall as a condition of promotion be required to pass an examination in any subject other than the duties of the office to which he seeks promotion, unless in any special case the deputy minister, by a report concurred in by the head of the department, submits to the Board of Examiners other subjects of examination as a test of fitness for such office.

Employees appointed prior to 1882 not required to pass examinations in subjects other than 'duties of office.'

60. The order of progress in the service is from a lower to the next higher class, and as there are three degrees of advancement, the candidates at the examination have to exhibit their eligibility for promotion according to the following scale:—

Order of progress in the service.

1. Third-class men must obtain not less than 30 marks in any one subject, and an average of 50 on all the subjects prescribed for their examination, so that if there are six subjects (Efficiency included) and there can not be less, they will require to make a total of not less than 300.

Third-class men.

2. Second-class men must make not less than 40 per cent an average of 60 per cent, and first-class men 50 and 70.

Second-class men.

3. Candidates examined on 'Duties of Office' must obtain, if third-rate men, 50 marks; if second-class men, 60 marks; and if first-class men, 70 marks in their examination.

First-class. Candidates on 'duties of office.'

4. All marks for efficiency and for duties of office obtained by any candidate in any promotion examination, shall be held to apply only to the department for which he has taken the examination in duties and been awarded marks for efficiency.

61. If a candidate in any of the classes makes the average required, but falls below the minimum in one subject only, he will have the privilege of coming up at the next ensuing (annual) examination in that one subject, when the minimum of marks will pass him.

If a candidate makes the average required.

62. The following penal clauses were added to the Civil Service Act by Chapter 12 of the Acts of Canada, 51 Victoria (1888), and are inserted here for convenience of reference:—

Penal clauses added to the Act.

Inquiry as to irregularities at examination.

Penalty for neglecting or refusing to appear or to be examined on oath.

Administration of oath.

Name of person attending to be removed from the list.

Penalty for wrongfully receiving or furnishing examination papers.

Ninth section of Act added.

Who may be appointed assistants.

Place and time of examinations.

'2. Whenever the Board are satisfied that any irregularity or fraudulent practice has obtained at any examination held by them, or by any person deputed by them to hold the same, they may summon before them, by an instrument signed by the chairman or acting chairman of the Board, and may examine under oath or affirmation, any person who in their opinion is in a position to give evidence in relation to any such irregularity or fraudulent practice; and if the person so summoned neglects or refuses to appear, or having appeared, refuses to be examined upon oath or affirmation concerning the premises, or refuses to take an oath or affirmation, or having taken the oath or affirmation, refusing to answer such questions concerning the premises as are then put to him, without offering any just and lawful excuse for his refusal, the chairman or acting chairman of the Board shall be vested with all the powers conferred, in like cases, upon a justice of the peace by section thirty-two of *The Summary Convictions Act*.

'3. Every oath or affirmation required for the purpose of such examination may be administered by any member of the Board.

'4. If any person is proved by such inquiry to have been concerned in any fraudulent practice, or to have been guilty of any breach of the regulations made in virtue of section thirty-one of this Act, the Board shall report the same to the Secretary of State, who may thereupon cause such person's name to be removed from the list of persons who are found qualified.

'5. Any person who at any examination held under this Act, personates any candidate, or employs, induces or allows any person to personate him, is guilty of an offence against this Act, and is liable, on summary conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom.

'6. Every person who surreptitiously procures from any printer, or other person, and every person who without authority furnishes to any other person any examination question paper, or any other paper relating to any such examination as aforesaid, is guilty of an offence against this Act, and liable, under summary conviction, to imprisonment, with or without hard labour, for a term not exceeding six months, or to a fine not exceeding two hundred dollars, and if he is employed in the Civil Service, to be dismissed therefrom; and no such person shall be allowed to present himself at any subsequent examination.'

63. The ninth section of 'The Civil Service Act' is added hereto for convenience of reference and is as follows:—

'The Board may obtain the assistance of persons who have had experience in the education of the youth of Canada, and with such assistance shall hold or cause to be held, periodical examinations for admission to the Civil Service, in the cities of Halifax, St. John, N.B., Charlottetown, Quebec, Montreal, Ottawa, Toronto, Hamilton, London, Winnipeg, Victoria, and such other places as are determined by the Governor in Council; it shall not be necessary to hold such examinations in all the said places but the places at which the examinations shall be held, shall be determined from time to time by the Governor in Council; examinations shall, as far as possible, be in writing, and the cost thereof shall be defrayed out of moneys previously voted by parliament for that purpose.'

APPENDIX 3.

PRELIMINARY EXAMINATION.

Place.	Present.	Passed.	Failed.
Charlottetown...	2	2	0
Halifax.....	16	15	1
St. John.....	6	5	1
Quebec.....	12	9	3
Montreal.....	60	44	16
Ottawa.....	39	31	8
Toronto.....	54	48	6
Kingston.....	2	1	1
Hamilton.....	8	7	1
London.....	6	5	1
Windsor.....	4	4	0
Sault Ste. Marie..	0	0	0
Winnipeg.....	39	39	0
Regina.....	0	0	0
Edmonton.....	16	16	0
Prince Albert....	0	0	0
Calgary.....	27	26	1
Vancouver.....	15	14	1
Victoria.....	2	2	0
Nelson.....	0	0	0
Moosejaw.....	6	6	0
Port Arthur.....	1	1	0
	315	275	40

QUALIFYING EXAMINATION.

Place.	Present.	Passed.	Failed.
Charlottetown.....	6	6	0
Halifax.....	27	7	20
Saint John.....	8	8	12
Quebec.....	22	9	13
Montreal.....	41	21	20
Ottawa.....	22	234	88
Toronto.....	47	26	21
Kingston.....	18	12	6
Hamilton.....	22	9	13
London.....	11	7	4
Windsor.....	7	4	3
Sault Ste. Marie....	0	0	0
Winnipeg.....	60	27	33
Regina.....	11	8	3
Edmonton.....	11	5	6
Prince Albert.....	0	0	0
Calgary.....	17	14	3
Vancouver.....	17	7	10
Victoria.....	3	1	2
Nelson.....	0	0	0
Moosejaw.....	8	5	3
Port Arthur.....	4	1	3

OPTIONAL SUBJECTS.

Place.	Present.	Passed.	Failed.
Charlottetown.....	2	0	2
Halifax.....	2	2	0
Saint John.....	2	0	2
Quebec.....	2	1	1
Montreal.....	1	0	1
Ottawa.....	22	13	4
Toronto.....	2	0	2
Kingston.....	2	0	0
Hamilton.....	1	1	0
London.....	2	2	0
Windsor.....	0	0	0
Sault Ste. Marie..	0	0	0
Winnipeg.....	2	1	0
Regina.....	1	0	1
Edmonton.....	2	0	2
Prince Albert.....	0	0	0
Calgary.....	1	0	1
Vancouver.....	1	0	1
Victoria.....	1	0	1
Nelson.....	0	0	0

APPENDIX 4**SPECIAL PROMOTION EXAMINATION.****DEPARTMENT OF THE SECRETARY OF STATE—DUTIES OF OFFICE.**

Values.

- | | |
|----|---|
| 10 | 1. When and under what statute was the Department of the Secretary of State created? Into how many branches is the department divided? |
| 10 | 2. What official duties, apart from those of private secretary, have you been performing? Describe them fully. |
| 10 | 3. Name the several Acts of Parliament administered by the department. |
| 10 | 4. Give the title of the present Companies Act, and state in what year it was passed by parliament. State what you know of the procedure necessary to procure incorporation thereunder. |
| 10 | 5. What are the particular duties of the department with regard to returns ordered by parliament? |
| 10 | 6. In what manner and to what extent has the adoption of the present Naturalization Act affected the work of the department? |
| 10 | 7. What is understood by 'Convict Cases'? State what you know of the 'Ticket of Leave' system of releasing convicts. |
| 10 | 8. What course is to be pursued with respect to Bills passed by parliament and received at the department for the purpose of procuring thereto the assent of the Governor General? |
| 10 | 9. Into how many classes of clerkships is the Civil Service divided? Name them, and state what examination is necessary to qualify for appointment and promotion. |
| 10 | 10. Write a letter of 250 words or more on the general working of the department, as you have observed it in the capacity of private secretary. |

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SPECIAL PROMOTION EXAMINATION.**DEPARTMENT OF THE SECRETARY OF STATE—DUTIES—REGISTRY BRANCH.**

Values.

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| | 1. What are the duties of the branch generally? |
| | 2. What documents are engrossed and recorded? |
| | 3. What documents are engrossed only? |
| | 4. What documents are recorded only? |
| | 5. What statutory returns are made to parliament? |
| | 6. What other returns—if any—are made in the branch? |
| | 7. State, briefly, the procedure in the branch with naturalization returns. |
| | 8. Under what Act are (1) boards of trade registered. (2) Trade unions registered? |
| | 9. Give form of certificate for certified copies. |
| | 10. Give title of the present Governor General, Earl Grey. |

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7-8 EDWARD VII., A. 1908

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF MILITIA AND DEFENCE—CHIEF CLERK'S DIVISION—PAPER ON OFFICE DUTIES.

(March 20, 1907.)

Values.

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| 10 | 1. How is the Department of Militia and Defence organized, and how is the organization benefited by the Militia Council? |
| 5 | 2. How should correspondence for headquarters be addressed, and by whom is it opened? |
| 5 | 3. What empowers the Deputy Minister (his appointment being a civilian one) to write to, or issue instructions to an Officer Commanding a Command? |
| 10 | 4. Name the Commands, the Districts they comprise and the headquarters of each; also the separate Districts and their headquarters. |
| 5 | 5. What are the designations of officers on the Command Staff? |
| 10 | 6. What is the procedure followed in acquiring land for military purposes? |
| 10 | 7. What use is made of lands under the control of the Department of Militia and Defence which are not in military occupation? |
| 5 | 8. If the Adjutant-General should require information from the War Office on any subject, how should he proceed to obtain it? |
| 40 | 9. Write a history of about three hundred words on the acquisition of the lands for the Petawawa Camp site, stating how the matter stands at present. |
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SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF MILITIA AND DEFENCE—DUTIES OF OFFICE.

(March 20, 1907.)

Values.

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1. What are the principal duties of the inspectors of clothing and equipment?
 2. What is the use of a packing slip; a store charge requisition; a sealed pattern?
 3. The Director of Clothing and Equipment makes a requisition for certain clothing, which is authorized. Trace the various steps of the whole transaction until the goods are delivered and the account paid.
 4. Give the substance of the certificate, or recommendation of the Director of Contracts on bills recommended for payment.
 5. To what tests are cloth samples submitted (*a*) for strength of material; (*b*) for permanence of dye?
 6. What record is kept in the inspection room of goods received and sent out again without undergoing inspection?
 7. What proof of the delivery and acceptance of goods is necessary (*a*) when a departmental inspection has been made; and (*b*) when they are shipped direct to destination by contractor without inspection—in order that payment may be recommended?
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SESSIONAL PAPER No. 31

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE.

(March 28, 1907.)

Values.

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| 10 | 1. State in general terms what your official duties are, and how long you have performed these duties. |
| 20 | 2. An order from the Minister of the Department to make a grant of money to the Calgary Women's Hostel is referred to you for action, what is your action? (The order states that the grant is to equal one-half the amount paid to another similar institution.) |
| 20 | 3. The Town Clerk of Cobourg, Ont., writes that there is a vagrant immigrant in that town and asks for his deportation. What is your action in this case if the immigrant proves to have come from (a) Great Britain or Ireland; (b) some European continental country; (c) United States? |
| 10 | 4. What is the method of communicating with (a) the Imperial Government; (b) the United States Immigration Department; (c) the Canadian Government Agents in Europe, on immigration matters? |
| 30 | 5. Who are the Canadian Government Agents (a) in Great Britain and Ireland; (b) on the European Continent; (c) in the United States, where situated, and what are their duties? |
| 10 | 6. About how many sub-agents are employed in these countries, and how are the sub-agents paid? How long has the present system of payment been in vogue? Upon what classes of immigrants does the Department pay? How are the commissions paid, and by whom? |
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SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE.

(March 28, 1907.)

Values.

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|----|--|
| 10 | 1. State in general terms what your official duties are. |
| 10 | 2. About how many letters, &c., pass through your hands in a year? After they pass through your hands what becomes of them? |
| 10 | 3. What system of indexing and filing of correspondence do you use? |
| 15 | 4. If a file is not in its envelope what means have you of looking it up? |
| 10 | 5. About how many different forms are used in the Immigration Service, and where is the stock of these forms kept? |
| 25 | 6. In addition to your duties as Registrar of Correspondence, are you asked to perform other work, such as the preparation of statements, making of reports, compiling lists, &c.? If so, mention a few cases. |
| 20 | 7. State what you know about the landing and civil and medical examination of immigrants at ocean ports. |
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7-8 EDWARD VII., A. 1908

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF MARINE AND FISHERIES—PAPER ON DUTIES.

(April 17, 1907.)

Candidates are at liberty to answer any of the following questions, not exceeding ten in all, each question being valued at 10 marks and the maximum value of the paper is 100 marks:—

Value.

1. Give a brief description of your official duties.
2. Draft a reply of not less than 35 words (in English or French) to an application, dated 5th April, 1907, from Mr. William Blank, of Ottawa, for employment as an extra clerk in the Department, informing him that there is no vacancy at present.
3. Name the Agents of the Department at Charlottetown, Halifax, St. John, Quebec, Montreal and Victoria, B.C.
4. When does the fiscal year begin?
5. What is the law regarding the purchase of supplies?
6. What are the functions of the Lighthouse Board, and who compose the Board?
7. How does a Government wharf come under the control of the Department of Marine and Fisheries; how is a wharfinger appointed, and how paid?
8. Draft a Report to Council appointing William Blank, of Prescott, Keeper of the lighthouse at that place, at a salary of \$300 per annum, to date from the 1st of June, 1907.
9. How does a candidate become eligible for appointment as a Clerk in the inside division of the Civil Service, and what is the age limit for such appointment?
10. What is essential before an increase of salary can be paid to a member of the Civil Service?
11. Make an application to the Auditor General for a sterling draft for the sum of £315 7s. 8d. in Canadian currency in the name of Fleming & Ferguson, Paisley, Scotland.
12. What is the Sick Mariners Fund, by whom and from whom is it collected?
13. What steps are necessary to pay a gratuity to the widow of a light-keeper, and on what is the amount based?
14. What certificates are required on a steamer payroll, and by whom should they be signed?
15. For what purpose is the Winter Mail Service Vote required?
16. What kinds of observations are required for meteorological purposes, and what instruments are used for wind and weather at sea?
17. Describe the method of filing and indexing correspondence in the Branch in which you may be employed.
18. Explain the manner of installing a tide gauge for use during the summer months.
19. Explain the calculation of a tide table by means of tidal differences, and the best way of checking the figures.
20. Describe the use of a camera in photographing from a boat.
21. What object or aim had Parliament in view in passing the Fishing Bounty Act?
22. State from what fund the amount appropriated annually by Statute as Bounty to Fishermen, is derived, and what the amount of said fund was.

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23. What are the conditions required to be fulfilled by fishermen in order to be entitled to the bounty?
24. Describe the system of receiving the fishermen's applications for bounty.
25. How is the amount paid annually to each individual claimant determined and what action is necessary to make the expenditure legal?

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PROMOTION EXAMINATION.

PENMANSHIP.

Tuesday, May 7, 1907, from 9 a.m. to 9.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

COSTLY FIRE IN MONTREAL.

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MONTREAL, April 5.—(Special.)—In less than an hour fire this morning completely destroyed the Macdonald engineering building, McGill University, one of the noblest and best equipped scientific structures on the continent. The damage, it is believed, will amount at least to \$600,000, but the insurance will cover the loss. The building in itself was exceedingly costly, but it was the value of the numerous scientific appliances contained therein that makes the conflagration a costly one. In one room, for example, there were models valued at \$40,000.

The fire will rank as one of the most spectacular seen in Montreal for years. How it originated no one apparently is in a position to explain. It is thought that before discovery the flames had been burning for at least half an hour.

Shortly after 4.30 o'clock this morning the outbreak was noticed. The entire roof suddenly seemed to burst into flames and the fire soared scores of feet toward the sky and burst from the windows of the fourth floor. When the first section of the fire department arrived all that could be done was to prevent the spreading of the flames to adjoining buildings.

When the fire broke out hundreds of students lodging in the near-by streets rushed to the campus and an immense crowd soon gathered at the scene. Between 4.30 and 5.30 o'clock the flames were at their height and the building, although constructed in such a way as to stop the rapid spread of the flames, went like a torch. It was shortly after five o'clock that the tower fell. The wooden roof was already falling in places and the floors were crumbling.

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PROMOTION EXAMINATION.

ENGLISH COMPOSITION.

Tuesday, May 7, 1907, from 9.30 a.m. to 11 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

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| 20 | 1. Combine the following statements so as to form a compound sentence:—
He passed through many adventures. He assumed many disguises.
He wandered about in imminent peril during forty-one days.
He escaped in a sloop from Shoreham. Shoreham is in Sussex.
He arrived safe at Fecamp. Fecamp is in Normandy. |
| 15 | 2. Write three complex sentences, the first containing an adverbial clause of cause, the second containing an adverbial clause of consequence, the third containing an adverbial clause of concession. |
| 5 | 3. Change the following compound sentence into a complex one:—Many of the natives surrounded the Spaniards, and gazed with admiration upon their strange appearance. |
| 30 | 4. Show in what respect the following sentences are objectionable, and correct them:—
(a) He not only owns a house, handsome and well furnished, but also a large farm.
(b) It was very evident, as he proceeded in his address, that he presented more and more convincing arguments than his adversary.
(c) My friends turned back after we reached the vessel, on board of which I was received with kindness by the passengers, who vied with each other in showing me attention. |
| 30 | 5. Write a letter of not less than 250 words on 'The future of Canada.' |
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PROMOTION EXAMINATION.

ORTHOGRAPHY.

Tuesday, May 7, 1907, from 11 a.m. to 12 a.m.

(Candidates are required to observe the Regulations strictly.)

N.B.—Copy the following extract, correcting the errors in spelling; 5 marks will be deducted for each word misspelled in your copy.

Value.

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| 100 | But further and what is far more emportent, from the numbere of youn-aversities, Liberaris, coleschuns of art, mewzeums, and other littrary or sientifick institushuns of a Publik or privit naiture, we kwestyun whither the Chanse which a merritoreous man of leters has befour him, of obtaneing sum permanant apointment, sum indipendant sivic existance, is not a hundred to won in faver of the german compaird with the inglish-man. This is a waytie eyetem, and indede the waytyist of all; for it will be granted, that, for the votery of littrature, the relayshun of intyre dependans on the merchants of litrature is, at bes, how ever librel the terms, a hiely kwestyonible won. It tempts Him daylie and ourlie to sink from an artist into a Manyoufakturer; neigh, so prekaireous, fluctueateing and every weigh unsatisfactory must his sivic and ekonommic cunserns bee come, that two menny of his Class can |
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not even atane the preys of comon onestie as manyoufactuerers. Their is no dout, a spirite of Martirdum, as we have aserted, which can sustane this two; but fue in-deed hav the Spirite of martirs; and that stait of Matters is the saifest which rekwires it leest. The german awethers, moar over, to there credit be it spoakn, seam too set less stoar by welth than do menny of ours. Their hav bean pruedant kwyet men amung them hoo actuely apeerd not to want moar welth; hoom welth cood not tempt, ether to this hand or to that, from their preeapointed aimes.

Write down the names of the days of the week and of the months of the year.

PROMOTION EXAMINATION.

ARITHMETIC.

Tuesday, May 7, 1907, from 1.30 p.m. to 4 p.m.

(Candidates are required to observe the Regulations strictly.)

N.B.—The work of solution of each question except the first must be given in full. Values.

- 9 1. From the following statement find the total number of male teachers, of female teachers, of male pupils and of female pupils in the Public Schools of the cities named.

	Male Teachers.	Female Teachers.	Male Pupils.	Female Pupils.
Boston.. . . .	238	1,997	50,633	48,696
New York.. . . .	1,166	11,408	312,882	309,319
Philadelphia.. . . .	187	3,503	98,549	100,969
Baltimore.. . . .	151	1,541	40,224	41,358
Washington.. . . .	153	1,234	23,605	26,184
New Orleans.. . . .	18	813	14,917	16,623
Cleveland.. . . .	94	1,237	34,904	33,908
St. Louis.. . . .	55	1,654	40,608	43,425
Chicago.. . . .	301	5,015	140,277	138,906
Minneapolis.. . . .	27	850	20,174	20,943
San Francisco.. . . .	57	854	23,017	23,324

(Answers only required; do not copy down the question.)

- 9 2. Multiply 7986459768 by 9500786.
- 10 3. A man's coal bill for the year was \$127.80. If coal had cost him 10 per cent less, he would have been able, with the same sum, to purchase 2 tons more than he did. Find the price of coal a ton.
- 12 4. A mortgage for \$1,800, dated April 1, 1903, and bearing interest at 6 per cent, has endorsed upon it the following payments: Oct. 12, 1903, \$300; Sept. 15, 1904, \$450; Nov. 1, 1905, \$250. How much would pay off the mortgage on Nov. 1, 1906, each payment to cover the interest to date?
- 12 5. A man with \$7,000 to invest has a choice of two investments, each for three years, one yielding 5 per cent simple interest, the other yielding $4\frac{1}{2}$ per cent compound interest. What will be the amount of the advantage at the end of the time, in choosing the better investment?

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16	6. A man whose income is \$3,200 finds that his net income, after paying a tax of 19½ mills on the dollar, is \$3,151.25. Find how much of his income is exempt.
16	7. A merchant marks his goods at an advance of 30 per cent on the cost price, and in selling makes a reduction of 5 per cent of the marked price. Find the marked price and the cost price of goods sold for \$46.93.
16	8. The proceeds of a note for \$7,920 discounted April 5, 1906, at 6 per cent were \$7,887.44. Find when the note became nominally due.

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—DEAD LETTER BRANCH.

Values.	
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10	1. State the classification and rates of mail matter under the regulations of the Postal Union Convention.
10	2. To what does the Postmaster General's exclusive privilege extend?
10	3. Into what classes is domestic mail matter divided? Name the articles comprised in each class.
10	4. Describe the duties of a Post Office Inspector as defined by the Post Office Act.
10	5. What are the conditions to be observed in posting transient newspaper packets?
10	6. What are the requirements of the Post Office Act regarding the advertising of mail contracts?
5	7. Within what period after the death of a Postmaster may the Department enter suit against his sureties?
5	8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom?
10	9. What treatment should be accorded a parcel received at the Dead Letter Office fully addressed, but totally unpaid?
10	10. Describe fully the treatment of a parcel posted in a Postal Union country addressed to a person in a town in Canada in which there is no Customs House, and which reaches the Dead Letter Office as 'unclaimed at Customs.'
10	11. Describe the treatment accorded letters containing coin addressed to Postal Union countries.

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—RAILWAY MAIL SERVICE BRANCH.

Values.	
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10	1. State the classification and rates of mail matter under the regulations of the Postal Union Convention.
10	2. To what does the Postmaster General's exclusive privilege extend?
10	3. Into what classes is domestic mail matter divided? Name the articles comprised in each class.
10	4. Describe the duties of a Post Office Inspector as defined by the Post Office Act.

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| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage and from whom? |
| 10 | 9. How are accounts for the conveyance of mails by railways and steamboats dealt with in the Controller's office? |
| 10 | 10. What returns are received at the Controller's office from the office of the different Superintendents of the Railway Mail Service, daily, weekly, and monthly? |
| 10 | 11. What information is contained in the 'Schedule of Mail Trains' issued by the Controller, and what is the frequency of issue? |

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—POSTAGE STAMP BRANCH.

Values.

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|----|--|
| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |
| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom? |
| 10 | 9. Specify the various items supplied to Postmasters by the Postage Stamp Branch. |
| 10 | 10. Should a Postmaster find on receipt of a box or package of postage stamps supplies that the contents do not correspond with the invoice, what is his duty under the circumstances? |
| 10 | 11. Give the name of the office at the conclusion of No. 1 Division, and the name of the office which commences No. 2 Division of the work of stamp distribution. |

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—MAIL CONTRACT BRANCH.

Values.

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| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |
| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom? |
| 10 | 9. Under what conditions can the rate paid a contractor be increased without inviting tenders, and how is such increase determined. |
| 10 | 10. If after public tenders have been invited for a service, it is considered that the lowest tender is excessive, shall the Postmaster General be compelled to accept it; if not, what is the proper course to complete a contract? |
| 10 | 11. If, after a tenderer has been notified of the acceptance of his offer, he fails to enter into an obligation and provide sureties for the proper performance of the service, what power has the Postmaster General, under the Statute, to provide for the service? |

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—POSTAL STORES BRANCH.

Values.

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|----|---|
| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |
| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom? |

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| 10 | 9. What action is requisite by the Postal Stores Branch, on receipt of information that a Post Office has been destroyed by fire? |
| 10 | 10. How does the establishment of a free delivery system affect the Postal Stores Branch as regards stores? |
| 10 | 11. Explain the system of checking the issue of stores to the Outside Postal Service in operation in the Postal Stores Branch. |

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—SAVINGS BANK BRANCH.

Values.

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| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |
| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom? |
| 10 | 9. What are the objects sought to be attained by the process of summarizing the depositors' ledger accounts at the end of the fiscal year? |
| 10 | 10. What do the Statutory Regulations provide:—
(a) As to payment of a balance exceeding \$300 of a deceased depositor who was domiciled in Ontario at the time of his death;
(b) As to payment of a balance not exceeding \$300 in the same circumstances? |
| 10 | 11. If a depositor loses a cheque which has been delivered to him in repayment of his deposit, what procedure is necessary before he can obtain his money? |

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—MONEY ORDER BRANCH.

Values.

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| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |

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5. What are the conditions to be observed in posting transient newspaper packets?
- 10
6. What are the requirements of the Post Office Act regarding the advertising of mail contracts?
- 5
7. Within what period after the death of a Postmaster may the Department enter suit against his sureties?
- 5
8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom?
- 10
9. Describe, in as full a manner as you can, the treatment of a paid Money Order from the time it reaches the Money Order Branch until it is finally disposed of, and explain how any errors of a Postmaster in accounting for either the issue or payment of a Money Order are adjusted.
- 10
10. What are the regulations in regard to the issue of Duplicate Money Orders? Describe the precautions taken in the Branch before a Duplicate is made out. What means have been adopted to prevent double payment at the paying offices? What means have been adopted to catch double payment in the Branch?
- 10
11. Describe fully the different ways in which Money Orders issued in Canada are finally disposed of, stating clearly where they are ultimately filed.

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PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—SECRETARY’S BRANCH.

Values.

- 10
1. State the classification and rates of mail matter under the regulations of the Postal Union Convention.
- 10
2. To what does the Postmaster General’s exclusive privilege extend?
- 10
3. Into what classes is domestic mail matter divided? Name the articles comprised in each class.
- 10
4. Describe the duties of a Post Office Inspector as defined by the Post Office Act.
- 10
5. What are the conditions to be observed in posting transient newspaper packets?
- 10
6. What are the requirements of the Post Office Act regarding the advertising of mail contracts?
- 5
7. Within what period after the death of a Postmaster may the Department enter suit against his sureties?
- 5
8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom?
- 10
9. Write a letter describing concisely the duties you are performing from day to day.
- 10
10. Define a circular and give the rate of postage.
- 10
11. Describe fully the nature of the information the Department requires in considering an application for a new Post Office.

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SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

POST OFFICE DEPARTMENT—DUTIES—ACCOUNTANT'S BRANCH.

Values.

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| 10 | 1. State the classification and rates of mail matter under the regulations of the Postal Union Convention. |
| 10 | 2. To what does the Postmaster General's exclusive privilege extend? |
| 10 | 3. Into what classes is domestic mail matter divided? Name the articles comprised in each class. |
| 10 | 4. Describe the duties of a Post Office Inspector as defined by the Post Office Act. |
| 10 | 5. What are the conditions to be observed in posting transient newspaper packets? |
| 10 | 6. What are the requirements of the Post Office Act regarding the advertising of mail contracts? |
| 5 | 7. Within what period after the death of a Postmaster may the Department enter suit against his sureties? |
| 5 | 8. An unpaid letter is posted at one office in Canada for another office in Canada. Has the Department legal power to collect the postage, and from whom? |
| 10 | 9. Has there been any recent change made in the method of collecting insufficiently or wholly unpaid postage? If so, explain both the old and the new systems, and what advantage, if any, the new system has over the old. |
| 10 | 10. Does the Department provide the public with any means by which exact information may be furnished in order that a lost Postal Note may be duplicated? If so, what? |
| 10 | 11. What precautions should be taken by a Postmaster at an Accounting Office, when preparing his cash remittance, to protect himself from loss in the event of a dispute between the Bank and himself as to the amount contained in the remittance? |

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PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES PAPER—MAILING ROOM.

Values.

- | | |
|----|---|
| 10 | 1. State approximately the number of Sub-agents of Dominion Lands and Homestead Inspectors. |
| 10 | 2. Give the location of the Dominion Lands Agencies in each Province or District, also of Crown Timber Agencies and Registrars. |
| 5 | 3. What rights have squatters on Dominion Lands? |
| 10 | 4. What sections are set apart as Hudson Bay Lands? |
| 10 | 5. What are school lands, and how are they administered? |
| 10 | 6. Describe how a free homestead may be entered for, and what requirements are necessary to earn a patent. |
| 10 | 7. Describe the system of indexing letter books, and how names of Dominion Lands Agents, C.P.R. Officials, and Yukon Officials are indexed. |
| 5 | 8. What out-going letters should be registered? |
| 10 | 9. How are Townships designated, into what divisions are they laid out, and how are these divisions numbered? |

10	10. Name the different branches of the Department of the Interior, and to which of them are letters generally referred for enclosures?
5	11. Can a woman obtain a homestead? If so, under what conditions?
5	12. What lands are controlled by the Dominion Government in the Province of British Columbia?

100

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES.

Values.	
20	1. What are the different branches of the Department of the Interior? Designate briefly the work administered by each.
15	2. What are the chief terms of a timber license?
10	3. What is the difference between a timber license and a timber permit?
15	4. What is the procedure for acquiring the right to divert water under the Northwest Irrigation Act?
15	5. What are the essentials of a proper system of indexing papers? Describe the methods followed in the Department of the Interior.
15	6. How can grazing leases be obtained from the Department, in what districts and upon what terms?
10	7. What are the purposes of the establishment of Forest Reserves, and by what authority have they been set apart?
10	8. By whom are hay permits issued, and for what period? What dues are charged?
5	9. Name the Timber Agencies under control of the Department of the Interior.
10	10. What provision is made by the Timber Regulations for a supply of timber for settlers?

125

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE.

Values.	
15	1. Give in general the terms of a timber license.
10	2. How are licenses granted?
5	3. May assignments of timber berths or grazing leases be registered in the Department? What are the requirements and the procedure for registration?
15	4. On what terms and in what districts are grazing leases granted?
10	5. Describe the method of dealing with an application for a grazing lease.
5	6. What is the difference between a timber permit and a timber license?

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- | | |
|----|--|
| 10 | 7. How are hay permits issued, and what fees and dues are charged in connection therewith? |
| 10 | 8. What powers has the Minister of the Interior to require operations to be carried on on a timber berth held under license? |
| 10 | 9. What is the procedure followed to have lands withdrawn from a timber berth when applied for for settlement? |
| 10 | 10. What are the main points of difference between a permit berth and a license berth? |

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PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES PAPER—ACCOUNTS BRANCH.

Values.

- | | |
|----|--|
| 20 | 1. Describe briefly the duties of your office, and state what changes, if any, might be made to improve the present system. |
| 5 | 2. In what year was the Department of the Interior created? |
| 5 | 3. Which Department of the Government was charged with the administration of Dominion Lands prior to the creation of the Department of the Interior? |
| 10 | 4. What Branches of the Government Service are now administered by the Department of the Interior? |
| 5 | 5. From what source does the Department of the Interior derive revenue? Give a list of the sub-heads of revenue? |
| 5 | 6. Name the different School Lands Funds controlled by the Department in 1904 and those in existence to-day. |
| 5 | 7. State briefly the regulations respecting the collection of revenue? |
| 5 | 8. Give a list of the Immigration Agents in the United States, and state where each one resides. |
| 5 | 9. On what basis are payments made to Hospitals in Western Canada? |
| 10 | 10. State briefly the regulations existing in regard to bonuses and commissions on immigrants and settlers? |
| 5 | 11. What allowances are made to Surveyors for services and expenses, when in the field and in Ottawa? |
| 10 | 12. State what is required before a cheque can be issued for services and expenses, and what routine must be followed in regard to such cheque before it finally reaches the Audit Office. |
| 10 | 13. State briefly what action has to be taken in regard to (1) Cancelled cheques; (2) Cheques which cannot be used say two months after issue, and (3) Lost cheques. |

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PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—LANDS PATENTS BRANCH.

Values.

- | | |
|----|--|
| 10 | 1. State briefly the procedure followed in issuing Letters Patent for Dominion Lands. |
| | 2. What are the general reservations in Letters Patent for Dominion Lands recently disposed of:— |
| 10 | (a) In the Province of Manitoba? |

10	(b) In the Provinces of Saskatchewan and Alberta?
10	(c) In the Province of British Columbia?
10	3. In the event of the death of a homesteader, to whom is the patent for his homestead issued?
10	4. Under what circumstances and for what cause may Letters Patent be cancelled by the Minister of the Interior and patents issued in lieu thereof?
10	5. What lands are open to Homestead Entry?
10	6. What sections are reserved for the Hudson's Bay Company and School Endowment, respectively?
10	7. On what class of land may Half-breed land scrip be located?
10	8. How are the available odd-numbered sections being dealt with at present by the Department?

100

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE PAPER.

Values.	
10	1. What lands are available for Homestead entry?
10	2. Who are eligible to enter for a Homestead?
10	3. Are 'Squatters' recognized in any way?
10	4. How are Homestead entries to be obtained?
10	5. What number of Homestead entries may be granted to an individual?
10	6. Give a concise statement of the duties required of a Homesteader.
10	7. What renders an entry liable to cancellation?
10	8. How may cancellation be effected?
10	9. When may a Homesteader apply for a patent?
10	10. Who are authorized to take applications for patent?

100

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE PAPER.

Values.	
20	1. State in general terms what your official duties are, and how long you have performed the same.
20	2. What form is observed in beginning and ending official letters, where is address placed, and how many copies are made?
20	3. What is your system of filing private and unofficial correspondence?
20	4. What means have you of finding any letter thus filed?
20	5. How do you address a letter to the present High Commissioner for Canada in London, England, and how do you begin and end such letter, (a) if official, (b) if personal?

100

SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES PAPER—ORDNANCE LANDS BRANCH.

Values.

10	1. State the basis upon which Ordnance Lands are held in the City of Ottawa.
10	2. State the names of the respective caretakers of Ordnance Lands, and where they are located.
10	3. Describe the method of registering, indexing and gazetting Orders in Council, relating to the business of the Department of the Interior.
10	4. Are there any Ordnance Lands which may be sold without competition? If so, why?
20	5. From whom, under what circumstances, on what conditions, and for what purposes did Canada acquire the Crown property known as Ordnance and Admiralty Lands? Give the classes into which the Lands are now divided, how the several classes may be dealt with under the law, and state by what Departments of the Government they are now administered.
10	6. How many lands in either class can be placed or replaced in the other class?
10	7. State what disposal should be made, under existing rules, of the revenue derivable from the sales or leases of Ordnance and Admiralty Lands.
10	8. Where are the undisposed of Ordnance Lands in class Two principally situated?
10	9. Where are the Naval Reserves situated, and under what conditions are they held?

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PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE.

Values.

10	1. What classes of accounts are kept in the Timber, Grazing and Irrigation Branch?
10	2. What are the differences in the dues charged under a timber license and under a timber permit?
10	3. What rental is charged for a grazing lease and what are the terms of payment? What is the rule in regard to overdue payments?
10	4. In what different ways are reports of timber cut recorded in the Department? What is the procedure in regard to reports of timber cut in trespass?
10	5. What are the dues charged for hay permits? By whom are they issued? What is required of the permittee at the expiration of the permit?
10	6. What evidence would be required in dealing with an application for a refund of moneys paid to the Department? What procedure is followed in making a refund?
10	7. What statements of revenue are required for the Auditor General and for the Accountant of the Department? Describe them generally.
10	8. How are the reports of timber cut by licensees checked at the scene of operations, and when received in the Department?

7-8 EDWARD VII., A. 1908

- 10 9. What was the territory in dispute between the Province of Ontario and the Dominion? What final arrangements were made in regard to the timber revenue from that territory?
- 10 10. What are the provisions of the regulation granting permit berths to small sawmills?

 10)

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—CORRESPONDENCE REGISTRATION BRANCH—DUTIES PAPER.
Values.

- 15 1. In what Provinces, Districts or Territories of the Dominion are the Public Lands controlled by the Department of the Interior, (a) in whole, (b) in part?
- 20 2. A great part of the correspondence recorded in the Registration Branch is received from the several Agencies of the Department in the West; name the Agencies, the Agents, and very briefly tell what the general nature of their correspondence is.
- 20 3. With what Branches of the Department is the work of the Registration Branch carried on? Name the Clerks in charge, and explain briefly the character of the work with which each deals.
- 30 4. Describe in detail the system of Correspondence Registration as at present carried out, and make any suggestions of changes which you think might improve the system.
- 15 5. Draw a diagram of a Township, containing the following particulars:—
(a) The various sections in proper order;
(b) The legal sub-divisions of Section 1; and
(c) Indicate what lands belong to the School Endowment and the Hudson's Bay Company.

 10)

PROMOTION EXAMINATION.

DEPARTMENT OF INLAND REVENUE—DUTIES—CORRESPONDENCE.

Values.

- 12 1. Explain your duties in connection with the official work you are called upon to perform.
- 12 2. Please prepare a submission recommending the refund of duty paid on malt used in the manufacture of beer which turned sour and was destroyed, the quantity of beer being 3,850 gallons and the result of the analysis showing 2½ pounds of malt per gallon to have been used in its production.
- 10 3. Please write a letter to a Collector of Inland Revenue advising him of the appointment in his division of Mr. John Jones as a Probationary Third-class Exciseman.
- 5 4. Please acknowledge the receipt of a letter applying for, and supplying, bulletins issued under the Adulteration Act.
- 11 5. Describe as concisely as possible the manner of recording correspondence received at, and sent out from, the Department.
- 10 6. Name the different branches of the Public Service administered by the Department of Inland Revenue.

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- 15 7. What is required before a person can procure Methylated Spirits Grade No. 1, and in what respect do the conditions differ when Grade No. 2 is required? State generally your idea of the benefits derived from the Department's policy as respects the denaturing of alcohol. Name the different grades supplied and the present price of each.
- 10 8. What course is pursued when it becomes necessary to utilize, for Excise purposes, the services of a Collector of Customs? How, and at what rate, is he paid?
- 15 9. Name the various articles upon which an Excise duty is levied, and state the rate of duty on each.

100

PROMOTION EXAMINATION.

GEOLOGICAL SURVEY DEPARTMENT—DUTIES OF OFFICE—ACCOUNTANT'S BRANCH.

Values.

- 10 1. State the Chapter and Section of the Revised Statutes of Canada, 1906, by which appointments may be made under Schedule A of the Civil Service Act, and the qualifications necessary for appointment.
- 10 2. When a cheque has been lost and application is made for the issue of a duplicate, what should be done before granting the application?
- 10 3. Under what Section of the Civil Service Act may a person be appointed to or promoted in the Department without reference to age or examination, indicating concisely the reasons?
- 10 4. Make out an application for sterling exchange to pay Smith & Co. £165 10s. 6d. for instruments, giving the amount in Canadian currency at $9\frac{1}{2}$ per cent prem.
- 10 5. State the Act and Section under which leave of absence may be granted for a period exceeding three weeks, and by whom.
- 10 6. How are field explorers provided with funds to carry on field-work?
- 10 7. Name the returns which the law requires to be made to the Auditor General, monthly, annually.
- 10 8. Name five of the largest amounts voted for the Department for 1907-8.
- 10 9. Describe generally the nature of the duties you have to discharge in the Survey, giving the names of the different books required to be used for the same.
- 10 10. How are temporary draughtsmen employed, and from what vote or votes paid?

100

PROMOTION EXAMINATION.

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY—STATIONERY OFFICE BRANCH.

(May, 1907.)

ARITHMETIC.

Values.

- 10 1. Calculate 99 reams 19 quires and 9 sheets, at \$9.95 per ream of 480 sheets.
- 10 2. Add together $19\frac{5}{8}$ — $4\frac{3}{4}$ — $12\frac{1}{4}$ — $7\frac{1}{2}$.

15 3. An invoice amounting to £75, 10 shillings and 9 pence is received at the Stationery Office from England for different articles of stationery manufactured there upon which there is a duty of 30 per cent. The Preferential clause in the Tariff, however, admits of a deduction of $\frac{1}{3}$ on articles of British manufacture. Find out the amount of duty that would have to be paid on this consignment.

10 4. Add these figures up, placing the answer in the space indicated:—

\$127,468 91	\$324,949 72
177 87	18,894 63
6,234 98	7,667 71
97,847 26	484,946 87
164,789 61	_____
200 47	
99,764 32	
6,743 29	_____
237,948 65	
11,764 91	

Carried forward

15 5. Paper is required for 500 copies of a volume of 450 pages Demy 8vo. Give quantity in reams, &c., and net value at \$4.05 per ream of 480 sheets.

15 6. Paper is imported at 70 shillings sterling per ream, charges and freight amount to 10 per cent and duty $22\frac{1}{2}$ per cent on net price. Give net cost laid down in \$ and cts. Exchange being at $9\frac{1}{2}$ per cent premium.

10 7. State and properly place in figures the following sums and add them up:—

Four hundred and forty-four thousand and four.
Six millions and sixty thousand.
Seventy-five thousand and seventy-seven.
Seven hundred and eight.
One hundred millions one hundred and eighty thousand one hundred and eight.
Twenty-nine.
One thousand and eight.
Sixty-four thousand and fifty-nine.

15 8. 150,000 No. 7 white envelopes are required. The paper from which they are to be made is $24 \times 37\frac{1}{2}$, 68 lbs., and costs $7\frac{1}{4}$ cents per pound. This paper cuts 15 envelopes to the sheet, and the waste in making is equal to 3 per cent. The cost of making is 40 cents per M., and the cost of boxing and casing 6 cents per M. Allowing the manufacturers a profit of 25 per cent, what will be the total cost of the envelopes?

PROMOTION EXAMINATION.
AUDITOR GENERAL'S OFFICE—DUTIES.
(May 8, 1907.)

Values.

- | | |
|---|--|
| 4 | 1. What provision is made for the signing of Letter-of-Credit cheques? |
| 5 | 2. What certificates are required on vouchers? |

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- 5 3. What are the regulations with reference to removal expenses?
- 5 4. What are the regulations with reference to travelling expenses?
- 5 5. Can appointments or promotions be made to date back of the date of the Order in Council approving of the same?
- 5 6. (a) Can any extra salary be paid to a Civil Servant?
(b) If so, under what conditions?
- 4 7. Salaries of deceased officers—to what date can they be paid?
- 5 8. Departmental employees' pay-list—what are the regulations in reference to audit before payment?
- 10 9. Revenue audit—give a number of the regulations in reference to this subject.
- 15 10. Answers required to any three (3), but not more than three of the following questions (*a* to *f*):—
- (a) Under what conditions should the certificate 'Prices fair and just,' be required on accounts for work done under a contract?
- (b) What are the regulations regarding the payment of the militia when called out to aid the civil power?
- (c) The North Atlantic Trading Co. contracted to perform certain services and to make certain expenditures in promoting emigration from Europe to Canada. What evidence is required as to the fulfilment of the terms of the contract?
- (d) In the contract forms used by the Departments of Public Works and Railways and Canals, what are the provisions governing payment for extras?
- (e) In the case of a radical modification in the service performed under a contract, or the omission of a part of the service, what authority is necessary to alter the terms of the contract and to authorize payment of the full contract price?
- (f) In what form should the statements of the travelling and living expenses of members of the Senate and House of Commons be made out, and how should such statements be certified?
- 8 11. What information should be furnished to the Audit Office in support of payments for landed property purchased by the Government?
- 5 12. 4-5 Edw. VII., Chap. 7, provides that tenders shall be invited by public advertisement for the *construction of any work* which is estimated to cost \$5,000, or more. What extension of this principle might be adopted with advantage?
- 9 13. In several instances advances have been obtained by Departments from banks, out of which to make expenditures before expected Parliamentary appropriations were available. What objections are there to this action? What course should have been adopted, (1) if Parliament was in session; (2) if Parliament was not in session?
- 15 14. Criticise briefly any five (5), but not more than five, of the following transactions (*a* to *i*):—
- (a) Purchase by Departments of typewriters and surveyors' instruments direct from dealers.
- (b) Payment by the Transcontinental Railway Commission of accounts for legal services certified by an officer of the commission only.
- (c) Advances to Government officials when no immediate expenditure is anticipated.

(d) Dept. of.....Dr.

To A..... B.....

1906.

July 1	Ry. fare, Ottawa to Montreal..	\$ 3 50
" 2	Letters, telegrams, telephones..	3 00
" 3	Newspapers, 25c.; suit case, \$8..	8 25
	Ry. fare, Montreal to Ottawa, \$3.50; cabs and st. cars, \$2.	6 50
	Living expenses, 3 days at \$3.50..	10 50
		<hr/>
		\$31 75

Approved,

G. M., Dep. Minister.

Certified correct,

A..... B.....

(e) Dominion Lands Agents paying office contingencies out of revenue and depositing the balance to the credit of the Receiver General, the expenditure to be subsequently repaid to the revenue from the Vote for Dominion Lands Agencies.

(f) Payments for repairs to the str. *Neptune* charged to the vote for Dominion Steamers, because the appropriation properly chargeable, viz.: Expenses of Hudson Bay Expedition, was exhausted.

(g) Repairs made by an officer to his quarters in a military building and an account subsequently sent to the Department for authorization and payment.

(h) Medical and other expenses of illness of a Government official, absent from his headquarters on duty, repaid to the official and treated as an ordinary expense of the service on which he was employed.

(i) Retention in a Department of a cheque given by a contractor as security for the performance of his contract, the cheque being returned to the contractor upon completion of the work.

10

15. Translate the following letter into English:—

(Marks on this question will be extra, and 100 per cent can be made without them.)

BUREAU DE L'AUDITEUR GÉNÉRAL,

OTTAWA, 6 october, 1903.

MONSIEUR,—Relativement à un crédit pour un quai à Big-Harbour (Port Bevis), vous avez dit à la Chambre, d'après le compte-rendu officiel, que lorsque les travaux sont terminés, le quai est transféré au ministère de la Marine et des Pêcheries, qui perçoit les droits de quaiage.

Je dois vous informer qu'il y a un bon nombre de quais qui sont achevés depuis quelque temps et qui ne sont pas encore, si j'en crois mes renseignements, transférés au ministère de la Marine et des Pêcheries. A ce sujet, je puis vous renvoyer à mes lettres adressées au sous-ministre en date du 5 décembre 1902 et du 18 avril 1903.

Je suis, monsieur,

votre abéissant serviteur,

J. L. McDOUGALL,

Auditeur Général.

A l'honorable JAMES SUTHERLAND,

Ministre des Travaux publics.

SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

AUDITOR GENERAL'S OFFICE—BOOKKEEPING.

(May, 1907.)

Values.

1. Journalize and Post the following transactions, and make out a balance sheet.

It is not necessary to make Day-book entries.

In the Journal entries, details need not be given.

Mr. J. W. Cox enters into business as a provision and produce merchant, with a capital of \$6,000 in cash, which he deposits in the Bank of Ottawa.

He purchases from—

Brown Bros. & Co., Chicago,
200 bbls. pork, at \$14.

Customs Flour Co., Toronto,
300 bbls. flour, at \$3.50.

Jennings, Smith & Co., Hamilton,
1,000 bush. oats, at 27c.
200 bush. feed, at 22c.

Ontario Farming Co., Orillia,
150 tons hay, at \$11.

for all of which he pays by cheque.

He makes the following sales—

White & Co., Arnprior,
50 bbls. pork, at \$17.50.
75 bbls. flour, at \$4.25.

for which he takes a note at 3 months.

McLaughlin & Co., Pembroke,
40 tons pressed hay, at \$12.50

for which cash is paid, which is deposited in Bank of Ottawa.

J. H. Martin, Carleton Place,
10 bbls. pork, at \$17.50
15 bbls. flour, at \$4.25,

for which he takes a note at 60 days.

Ottawa Transfer Co.,
7 tons hay, at \$13,
100 bush. oats, at 33c.,
50 bush. feed, at 26c.,

for which he takes a note at 3 months.

Kippewa Lumber Co.,
70 bbls. pork, at \$17.50,
50 bbls. flour, at \$4.25,
300 bush. oats, at 33c.,
30 tons hay, at \$13,

for which he takes a note at 3 months.

Gilmour & Co., Smiths Falls,
20 bbls. pork, at \$17.50,
30 bbls. flour, at \$4.25,
200 bush. oats, at 33c.,
15 tons hay, at \$13,

for which he takes a note at 60 days.

Cobalt Supply Co., Haileybury,

30 bbls. pork, at \$17.50,

50 bbls. flour, at \$4.25,

150 bush. oats, at 33c.,

30 bush. feed, at 26c.,

20 tons hay, at \$13,

for which he is paid \$300 in cash, and note for balance at 3 months. The cash is deposited in Bank of Ottawa.

James Bromley, Petawawa,

40 bbls. flour, at \$4,

for which he is paid in cash, deposited in Bank of Ottawa.

Ottawa Transfer Co.,

150 bush. oats, at 31c.,

40 bush. feed, at 25c.,

10 tons hay, at \$12.50,

for which he is paid in cash, deposited in Bank of Ottawa.

The balance of stock on hand was sold for cash, which was deposited in Bank of Ottawa:

Pork at \$12 per bbl.

Flour at \$3 per bbl.

Oats at 25c. per bush.

Feed at 20c. per bush.

Hay at \$10 per ton.

The expenses for rent, assistance, heat, light and sundries amounted to \$447.

The notes were all paid at maturity and deposited in Bank of Ottawa.

2. Describe the procedure as to the Public Revenue, from the time of its receipt by the several collectors till it is brought to account in the books of the Finance Department and this office.
3. By what authority are the Public Funds paid out?
4. Describe shortly the Letter-of-Credit system.
What class of payments are generally made by direct application to this office?
5. Describe the procedure through which an account, against a Department, passes from its presentment by the creditor till its payment; also, the certificates required on same, and by whom to be made.
6. The Bank of Montreal, London, purchased for sinking funds £200 of 4 per cent bonds at 101 $\frac{3}{4}$, and £100 of 3 per cent bonds at 98. They charged $\frac{1}{4}$ per cent commission on the purchase and paid out 1 shilling for bill stamps.

Give a short form of Journal entry to bring these transactions to account.

SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

AUDITOR GENERAL'S OFFICE.

(May, 1907.)

ARITHMETIC.

NOTE.—Ten questions will be considered a full paper. No credit will be given for questions attempted in excess of that number.

Values.

1. Find the value of

$$\frac{7\frac{1}{2}}{6\frac{2}{3}} + \left(\frac{11\frac{1}{2} - 2\frac{2}{3}}{11\frac{1}{2} + 2\frac{2}{3}} \right) \times 10^{\frac{9}{13}} - 7\frac{1}{3}$$

and of

$$10^6 \times 453.59 \times (30.48)^2, \text{ correct to 3 places of decimals.}$$

2. Find the cost of 60 planks, each 11 feet long, 10 inches wide, and 3 inches thick, at \$27 a thousand, board measure.
3. A Civil Servant is in receipt of a salary of \$1,100 a year, subject to a superannuation abatement of $3\frac{1}{2}$ per cent. He is absent without leave from April 17 to May 8, inclusive, losing his pay for that period. Find the amount he should receive for the months of April and May, paying the superannuation tax on his full salary.
4. Find the value in Canadian currency of £386 7s. 8d., sterling, exchange being at £1 = \$4.86 $\frac{2}{3}$. Find also the sterling equivalent of \$386.78, at the same rate.
5. Find the difference between the simple and compound interest for 3 years on \$1,250 at 5 per cent, interest payable half-yearly.
6. A merchant purchases goods, the list-price of which amounts to \$750. He is allowed three (3) trade discounts of 20, 10 and 5 per cent, respectively, and a further discount of 3 per cent for cash. He pays \$102.39 for customs duties, freight, &c. Find what discount he may give from list-prices to leave him a net profit of 15 per cent.
7. A person sells out 3 per cent consols at 94 $\frac{1}{2}$ and invests the proceeds in bank stock selling at 225, the latter paying yearly dividends of 8 $\frac{1}{2}$ per cent. If his income is increased by the transaction to the extent of \$57, find how much money he had invested, and how much of each stock he held.
8. Explain the metric system of weights and measures. Given that the metre equals 39.37079 inches, find correct to 5 decimal places the number of cubic inches in a litre and the number of square feet in a centiare.
9. A cubic centimetre of copper weighs 8.85 grammes. Find the edge of a cubic block of copper which weighs 100 lbs. (1 gramme equals 15.43235 grains).
10. Find the surface and volume of a cylinder 30 feet long, the diameter of the base being 10 feet.
11. Find the side of a square which is equal to the sum of two squares whose sides are 89 and 137, respectively.
12. Find the cost of digging a trench 50 feet long, and 6 feet deep, it being 10 feet wide on the surface and 6 feet wide on the bottom, at 25 cents a cubic yard.

13. The course of exchange on Paris being 5·17 francs per dollar, how much will a merchant in Ottawa have to pay for goods in Paris which cost 2285·14 francs?
14. Perform the necessary calculations and extensions in the accompanying selection from the report. (See sheet 3.)

Fisheries Protection Service: Steamer 'Princess': \$4,768.81

Amount.

Salaries: J. Chalifour, 3 m., at \$100; J. B. Mercier, 3 m., at \$60; Alf. Picard, 1¹⁸/₃₁ m., at \$40; A. Roy, 3 m., at \$75; L. Ouellet, 3 m., at \$60.. . . .

Wages of crew, Apl. 1--June 30, 1906, \$1,106.27.. . . .

Wakeham, Wm., salary, May and June, 1906, \$283.40.. . .

Sundry labour: 2 d., at \$3, 28 at \$2.50, 113¹/₄ at \$2.25, 259 at \$2, 105¹/₂ at \$1.75, 19 at \$1.50, 4 at \$1, 11 at 50c..

Archer & Co.: pine, 90 ft., at 3¹/₂c., 150 at 5c.; birch, 90 ft., at 4c.; spruce, 2,250 at 2c.. . . .

Beer & Goff: sundry provisions, \$192.96.. . . .

Clarkin Bros.: coal, 67·6 tons, at \$3.70; cartage, \$8.32; labour, \$17.63.. . . .

Dodd & Rogers: mar. cyl. oil, 84⁵/₈ gals., at \$1; kerosene, 45 gals., at 25c.; prestolene, 8 qts., at \$1; hardware, \$40.25.. . . .

Gay, V. A.: beef, 500 lbs., at 10¹/₂c.; sausage, 15 lbs., at 12c..

Hall, G. B.: castor oil, 794 lbs., at 10c.; astral oil, 140¹/₂ gals., at 22c.; candles, 40 lbs., at 10c.; No. 1 engine oil, 122¹/₂ gals., at 45c.. . . .

Hugh, J. I.: board of crew, 15 men, 1³/₄ dys., at \$1.25.. . .

Kennedy, A. & Co.: man. rope, 528 lbs., at 16c.. . . .

Morin, I.: beef and mutton, 625 lbs., at 10c.; ice, 3 tons, at \$5; provisions, \$21.78.. . . .

Myrick & Co.: potatoes, 53 bush., at 35c.; bags, \$2; pork, 50 lbs., at 12c.; ham, 55 lbs., at 15c.; provisions, \$17.43.. . . .

Pederson, Geo.: one 20 ft. boat, \$70.. . . .

Sundry small accounts (3), \$55.29.. . . .

\$4,768 81

(NOTE.—Fractions may make a difference of 4 or 5 cents in the final total.)

PROMOTION EXAMINATION.

DEPARTMENT OF MILITIA AND DEFENCE—DUTIES OF OFFICE PAPER, FOR CHIEF CLERK'S DIVISION.

Values.

- 10 1. Name the various Branches and Divisions of the Department, and the officer, or official, in charge of each.
- 10 2. Enumerate the Commands and the Districts they comprise; also the Commands and District Headquarters.
- 10 3. Name the various units of the permanent force, and where stationed.
- 10 4. Draw up a report to Council recommending the promotion of a 3rd class clerk to the junior 2nd class.

SESSIONAL PAPER No. 31

- | | |
|----|---|
| 5 | 5. What are the designation of officers on the Command Staff? |
| 30 | 6. Write a letter setting forth the advantages and disadvantages, in your opinion, of the present system of having one central office for typewriting, instead of each office having its separate staff typists, describing also the duties required of the 'lady' typists. |
| 10 | 7. What appointments are held by the following officers: Lieut.-Colonel D. D. Young; Lieut.-Colonel J. S. Dunbar; Major G. A. Dodge; Major A. d'Orsonnens; Colonel T. Benson? |
| 15 | 8. Name the various departments of the public service at Ottawa, and the Deputy Minister of each. |

 100

PROMOTION EXAMINATION.

DEPARTMENT OF MILITIA AND DEFENCE—DUTIES OF OFFICE—CLERK'S DIVISION.

 Values

- | | |
|----|--|
| 10 | 1. Name the various Branches and Divisions of the Department, and the officers in charge. |
| 10 | 2. Name the Commands; the Districts comprised in each; the Commanding and District Officers, and their headquarters. |
| 10 | 3. Name the places at which units of the Permanent Corps are stationed. |
| 20 | 4. To whom should the following papers be first sent for action:—
1. Injury to a horse;
2. Increase in wages of a Caretaker of a Drill Hall;
3. Pension papers for an Imperial Reservist;
4. Invention of a new rifle;
5. Repairs to the roof of a drill hall;
6. Application for a duplicate medal;
7. Adoption of a Badge for a Regiment of Cavalry;
8. Application for a lease of land not in military occupation;
9. Pay and allowances of an officer of the Permanent Corps;
10. Equipment Inspection Report? |
| 5 | 5. What restrictions are placed on personal, confidential and secret files? |
| 5 | 6. How are the Command Registry numbers distinguished from Central Registry numbers? |
| 5 | 7. Enumerate the various Central Registry Forms in use. |
| 5 | 8. How are old papers brought forward to present system? |
| 30 | 9. State the duties of the Central Registry Staff, taking care to show how the system enables errors to be detected. |

 100

PROMOTION EXAMINATION.

(May, 1907.)

MILITIA AND DEFENCE—DUTIES OF OFFICE—ACCOUNTANT'S BRANCH.

 Values.

- | | |
|----|---|
| 10 | 1. Name the principal books used in the Accounts Branch, and the use of each. |
| 10 | 2. Name the principal appropriations for Militia and Defence Services, with sub-heads, and state the nature of the expenditure each is intended to cover. |

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- 10 3. Name the various Commands and the Districts they comprise, also the independent Districts.
- 10 4. What staff is authorized for each Command?
- 10 5. What for Headquarters, Ottawa?
- 10 6. What are the rates for transportation of troops chargeable by railway companies—
 - (a) East of Port Arthur?
 - (b) West of Port Arthur?
- 10 7. State how transport is obtained for troops.
- 10 8. How are railway accounts audited and verified?
- 10 9. How are funds for expenditure obtained by the Department?
- 10 10. Name and describe the various periodical returns required to be made up in the Accounts Branch for the Auditor General's Department.

100

PROMOTION EXAMINATION.

(Questions to Mr. O'Regan, May, 1907.)

DEPARTMENT OF MILITIA AND DEFENCE—OFFICE DUTIES.

Values.

-
- 5 1. On what date does the fiscal year expire?
 - 5 2. Who initials and signs requisitions on the Department of Public Printing and Stationery?
 - 5 3. How many classes of Militia forms are included in classification of October, 1906, under new series?
 - 10 4. Give respective number of Military Districts at: Ottawa, Charlottetown, London, Victoria, Toronto.
 - 10 5. What action is taken upon delivery of a form from the Printing Bureau?
 - 10 6. To what service (*outside* or *inside*) are charged supplies for:
 - (a) Director of Contracts Division.
 - (b) Chief of the General Staff Branch.
 - (c) P. S. & C. Division.
 - (d) Adjutant-General's Branch.
 - (e) Deputy Minister's Branch.
 - 10 7. In what military districts are: Quebec, London, Fredericton, Esquimalt, Kingston, Halifax, Winnipeg?
 - 10 8. To what Branch (*Printing* or *Stationery*) of the Department of Public Printing and Stationery, should be sent requisitions for following:
 - (a) Directories; (b) binding; (c) lithographing; (d) Acts of Parliament; (e) repairs to typewriters?
 - 10 9. What is meant by 'copy,' 'proof,' 'revise,' in connection with printing?
 - 25 10. Write a short letter, addressed to the Deputy Minister, making known what are your office duties.

100

SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

DEPARTMENT OF CUSTOMS—DUTIES PAPER FOR CHIEF CLERK, OUTSIDE SERVICE.

(May, 1907.)

 Values.

1. What is the instrument used in testing sugar for duty purposes?
2. By what instruments are wines, spirits, or alcoholic liquors tested as to their relative strength of proof?
3. What portion of the labour of a country admitted to the benefits of the Preferential Tariff is required under Customs Regulations to extend to manufactured articles presented for Customs entry in Canada under the Preferential Tariff?
4. In doubtful cases, how may the rate of duty payable on particular goods be declared under the Customs Act, if there be no previous decision?
5. In what currency must invoices of imported goods, for Customs entry, be made out?
6. What percentage of the duty paid on goods used in Canadian manufactures may be refunded as drawback upon the exportation of such manufactures from Canada?
7. In respect of what markets are goods subject to an *ad valorem* rate to be valued for duty purposes?
8. State in general terms the class or kind of goods to which special duty (or dumping duty) applies, and the maximum rate of the special duty.
9. Are goods taken out of warehouse subject to the duties to which they would be subject if then imported, or to the duties in force at the time of their importation?
10. State the amount of the Surtax imposed on goods the produce or manufacture of Germany when imported into Canada.

 100

PROMOTION EXAMINATION.

(May, 1907.)

DEPARTMENT OF CUSTOMS—DUTIES PAPER FOR SURVEYOR OF CUSTOMS.

 Values.

1. At what places only may imported goods be brought into Canada?
2. Within what time must goods be entered at the Custom House after being conveyed to a Customs Warehouse, and how may they then be dealt with?
3. Under what conditions may free or duty-paid goods be stored in Customs Warehouses of Class 2 or 3?
4. In what size of package may distilled spirits (not in glass) be imported from the United States?
5. Within what period shall warehoused goods be finally cleared, excepting spirituous liquors?
6. Are duties payable on the quantity and value of goods in the Warehouse, as originally warehoused or as found at time of ex-warehousing?
7. If imported goods upon which duties have been paid are destroyed by accidental fire while they remained in Customs Warehouse, may the duties on such goods be refunded?

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8. In the case of goods not perishable, which are damaged during transportation, within what time has notice of the damage to be given and within what time has the damage to be determined by the officer of Customs?
9. In the case of perishable goods, such as green fruits and vegetables, also brittle goods damaged during transportation, within what time has the damage to be determined by the Customs officer?
10. During what hours may goods be unladen from any ship arriving in Canada from any place outside the limits of Canada?

 100

PROMOTION EXAMINATION.

(May, 1907.)

DEPARTMENT OF CUSTOMS—DUTIES PAPER FOR CHIEF CLERK, OUTSIDE SERVICE.

 Values.

1. What is the instrument used in testing sugar for duty purposes?
2. By what instruments are wines, spirits, or alcoholic liquors tested as to their relative strength of proof?
3. What portion of the labour of a country admitted to the benefits of the Preferential Tariff is required under Customs Regulations to extend to manufactured articles presented for Customs entry in Canada under the Preferential Tariff?
4. In doubtful cases, how may the rate of duty payable on particular goods be declared under the Customs Act, if there be no previous decision?
5. In what currency must invoices of imported goods, for Customs entry, be made out?
6. What percentage of the duty paid on goods used in Canadian manufactures may be refunded as drawback upon the exportation of such manufactures from Canada?
7. In respect of what markets are goods subject to an *ad valorem* rate to be valued for duty purposes?
8. State in general terms the class or kind of goods to which special duty (or dumping duty) applies, and the maximum rate of the special duty.
9. Are goods taken out of Warehouse subject to the duties to which they would be subject if then imported, or to the duties in force at the time of their importation?
10. State the amount of the Surtax imposed on goods the produce or manufacture of Germany, when imported into Canada.

 100

SESSIONAL PAPER No. 31

PROMOTION EXAMINATION.

(May, 1907.)

DEPARTMENT OF CUSTOMS—DUTIES PAPER FOR FIRST-CLASS CLERK, INSIDE SERVICE.

Values.

1. What is the instrument used in testing sugar for duty purposes?
2. By what instruments are wines, spirits, or alcoholic liquors tested as to their relative strength of proof?
3. What portion of the labour of a country admitted to the benefits of the Preferential Tariff is required under Customs Regulations to extend to manufactured articles presented for Customs entry in Canada under the Preferential Tariff?
4. In doubtful cases, how may the rate of duty payable on particular goods be declared under the Customs Act, if there be no previous decision?
5. In what currency must invoices of imported goods, for Customs entry, be made out?
6. What percentage of the duty paid on goods used in Canadian manufactures may be refunded as drawback upon the exportation of such manufactures from Canada?
7. In respect of what markets are goods subject to an *ad valorem* rate to be valued for duty purposes?
8. State in general terms the class or kind of goods to which special duty (or dumping duty) applies, and the maximum rate of the special duty.
9. Are goods taken out of Warehouse subject to the duties to which they would be subject if then imported, or to the duties in force at the time of their importation?
10. State the amount of the Surtax imposed on goods the produce or manufacture of Germany, when imported into Canada.

100

PROMOTION EXAMINATION.

DEPARTMENT OF AGRICULTURE—DUTIES OF OFFICE.

(Mr. E. L. Carter.)

Values.

1. When and under what Act was the Department of Agriculture organized?
2. What are the several branches of the Department of Agriculture?
3. State briefly the work carried on in each branch.
4. Give the titles of the Heads of the several branches.
5. What revenues are received by the Department?
6. How are the expenditures and receipts of the Experimental Farms dealt with?
7. What are the rates of deduction under the Retirement Fund and Superannuation Funds, respectively?
8. Give the names of the regular annual votes or appropriations.
9. To what account should 'cattle slaughter certificates' be charged?
10. What fee is charged for the registration of an assignment of a patent?

100

7-8 EDWARD VII., A. 1908

PROMOTION EXAMINATION.

DEPARTMENT OF AGRICULTURE—DUTIES OF OFFICE.

(Miss Martineau.)

Values.

1. What must an inventor do to obtain a patent for his invention?
2. If the inventor has previously obtained a patent for his invention in a foreign country, within what time from the date of his foreign patent must he file his application in Canada?
3. Can a foreigner obtain a patent in Canada?
4. If two applications for the same invention are pending at the same time, who decides to whom the patent shall be given?
5. What is a caveat?
6. What is the duration or term of a patent?
7. What are the fees payable on a patent?
8. Within what time is the patentee bound to manufacture his invention to keep his patent alive?
9. Can more than one invention be included in the same patent?
10. What are your duties in the Patent Office?

100

PROMOTION EXAMINATION.

DEPARTMENT OF AGRICULTURE—DUTIES OF OFFICE.

(Miss Dawson and Miss Monaghan.)

Values.

1. When and under what Act was the Department of Agriculture organized?
2. What are the several branches of the Department of Agriculture?
3. State briefly the work carried on in each branch.
4. Give the titles of the Heads of the several branches.
5. What are the official titles, respectively, of the Head and Deputy Head of the Department?
6. What Acts of Parliament has the Department the administration of?
7. Give the technical meaning of the words 'referred' and 'transferred.'
8. Describe the process of obtaining an Order in Council.
9. How would you deal with correspondence on a matter pertaining to another Department?
10. When regulations are made for any branch of the Department, what gives them force?

100

PROMOTION EXAMINATION.

DEPARTMENT OF AGRICULTURE—DUTIES OF OFFICE.

(Mr. C. M. Goddard.)

Values.

1. When and under what Act was the Department of Agriculture organized?
2. What are the several branches of the Department of Agriculture?
3. State briefly the work carried on in each branch.

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4. Give the titles of the Heads of the several branches.
5. What are the official titles, respectively, of the Head and Deputy Head of the Department?
6. What Acts of Parliament has the Department the administration of?
7. Give the technical meaning of the words 'referred' and 'transferred.'
8. Describe the process of obtaining an Order in Council.
9. How would you deal with correspondence on a matter pertaining to another Department?
10. When regulations are made for any branch of the Department, what gives them force?

 100

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—LAND PATENTS BRANCH.

(June 26, 1907.)

 Values.

- | | |
|----|--|
| 10 | 1. Designate all the Dominion Land Agencies. |
| 10 | 2. How often do Agents of Dominion Lands send in their returns to the Department? |
| 10 | 3. State procedure followed in dealing with Agents' returns. |
| 10 | 4. What are the Hudson Bay Company's sections? |
| 10 | 5. Designate School Sections. |
| 10 | 6. What lands are open to homestead entry? |
| 10 | 7. What disposal is made of moneys collected for value of improvements on land entered for as a homestead? |
| 10 | 8. What procedure is followed in making refunds of moneys paid into the Department? |
| 10 | 9. How are odd-numbered sections disposed of? |
| 10 | 10. Enumerate the different grant and sale registers in use in the Land Patents Branch. |

 100

SPECIAL PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE PAPER.

(Miss Mable Johnston, June 26, 1907.)

 Values.

- | | |
|----|--|
| 20 | 1. State in general terms what your official duties are and how long you have performed the same. |
| 20 | 2. What form is observed in beginning and ending official letters, where is address placed, and how many copies are made? |
| 20 | 3. What is your system of filing private and unofficial correspondence? |
| 20 | 4. What means have you of finding any letter thus filed? |
| 20 | 5. How do you address a letter to the present High Commissioner for Canada in London, England, and how do you begin and end such letter, (a) if official; (b) if personal? |

 100

PROMOTION EXAMINATION.

DEPARTMENT OF THE INTERIOR—DUTIES OF OFFICE—FORESTRY BRANCH.

(For Miss A. M. Robinson, July 27, 1907.)

Values.	
20	1. Describe briefly the policy of the Department for the encouragement of tree planting, and the procedure of the Forestry Branch in carrying out that policy.
10	2. Upon what terms may the privilege be obtained of cutting timber on Forest Reserves?
10	3. Describe the system of fire guarding as applied to timbered lands under Government control.
10	4. What is the object aimed at in setting aside forest reserves?
10	5. State approximately the amount of the appropriation for the Forestry Branch for the current fiscal year, and how it is divided.
10	6. What system of accounting is practised in the Forestry Branch in order to keep the expenditure within the limit of the appropriation?
10	7. Name the present Forest Reserves and their location (approximately).
10	8. What are the duties of the inspectors of tree planting?
10	9. Describe briefly the system of recording correspondence.
100	

PROMOTION EXAMINATION.

DEPARTMENT OF RAILWAYS AND CANALS—DUTIES OF OFFICE—ACCOUNTANT'S BRANCH.

Values.	
10	1. State how an account for travelling expenses for the Minister's Private Secretary is dealt with.
10	2. (a) What is a Letter-of-Credit? (b) In whose favour is the Departmental credit issued, and state the routine for obtaining same.
10	3. State the difference between transfer entries and cross entries.
15	4. Explain difference between Capital, Income, and Revenue.
20	5. What statements and details are required by the Auditor General and Finance Department at the end of each month, in regard to cheques issued against the Departmental Letter-of-Credit during the month?
10	6. When a payroll is sent to the Department from the Rideau Canal, what is the procedure in connection with payment, and in what books are entries made?
10	7. What becomes of the balances of the Letters-of-Credit at the end of the fiscal year?
15	8. State how a Contractor's progress estimate is treated upon receipt in the Department. In what books is same entered, and trace briefly the routine until a cheque is sent in payment thereof.
100	

APPENDIX 5**No. 1.****PRELIMINARY EXAMINATION.****PENMANSHIP.**

Tuesday, November 5, 1907, from 10.30 a.m. to 11 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

100

FORMER QUEEN HAS AN ADVENTURE.

RANAVALONA OF MADAGASCAR ALMOST AN UNWILLING PASSENGER ON RAILWAY TRAIN. RESCUED BY OFFICIAL.

Paris, Oct. 5.—Ranavalona, the exiled queen of Madagascar, had an exciting adventure at the Gare du Nord. The ex-queen, who is visiting Paris with the permission of the French government, went to the station to say adieu to a friend who was leaving for London. Entering the train the ex-queen became engaged in an animated conversation with her friend and did not hear the departure whistle.

The train was well on its way when Ranavalona's dark and excited face appeared at the door at the end of the corridor. She was gesticulating wildly, and was making frantic attempts to open the door, with the evident intention of alighting at all costs. One of the railway officials who saw the incident took in the situation at a glance, and had the train stopped. Then, with true French gallantry, he assisted the ex-sovereign to alight. She wore dainty shoes, little adapted to walking on the rough ballast, so he offered her his arm and conducted her to the station entrance.

The passengers on the train, who had put their heads out of the window to ascertain the cause of the sudden stoppage, recognized the dusky Ranavalona and cheered her.

100

No. 2.

PRELIMINARY EXAMINATION.

ORTHOGRAPHY.

Tuesday, November 5, 1907, from 11 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Copy the following extract, correcting the errors in spelling; 3 marks will be deducted for every mis-spelled word in your copy.
Value.

60	too viktim of aksidents in konecshun with elektrik lite are now in the hospitalls in a serius condeeshun. one off thees, a work man in the employ of the montreal lite, heet and power company, is in the general hospitall with a fractyourd scull, the other a lad of aiteen yeers of age, is in notre dame hospitall sufring from a sevear elektrik shock and a brokn thy. the former is reported as beeing a littel better to day, but know hoap is entertaned of his recovery; the latter viktim of aksident is all so reported as slitely improovd too day. The aksident to the work man ockurrd yesterday morning; a lite was being repared and the viktum was standing at the foot of the poal while a fellow work man was up the poal attending to the repares when the hevy irun braise of the transformer fell on his hed. the injury to the lad happnd threw his ventyoursum spirit. yesterday after noon he climed an elektrik poal and was levell with the bar which suports the lite when he was notissed from the streat and ordered doun. just at that moement the lad tuched a live wire and dropd to the side walk.
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No. 3.

PRELIMINARY EXAMINATION.

ARITHMETIC.

Tuesday, November 5, 1907; from 1.30 p.m. to 3 p.m.

(Candidates are required to observe the Regulations strictly.)

Values.	
4	1. Write out in words 131,030; 13,010,310; 710,170,007; MMCDXLIX
4	2. Write down in figures sixty thousand and six; four million and four thousand and forty; three hundred million and thirty thousand; seventeen thousand dollars and seventy cents.
6	3. Add together 79876; 95798; 88797; 69879; 98876; 69798; 87969
6	4. Add together 9875; 768977; 788; 67898; 7779; 695; 8979896; 987; 869787.
6	5. Take 5986959898 from 6467859487.
6	6. Multiply 897659487 by 9.
6	7. Multiply 798468768 by 50708.
6	8. Divide 174928732188 by 7.
6	9. Divide 34567890123 by 789.
10	10. A dealer spent \$46,113 in buying pigs, sheep and cows. He bought an equal number of each; the pigs cost him \$3 each, the sheep cost thrice as much as the pigs, and the cows cost five times as much as the sheep. How many of each did he buy?

APPENDIX 6**No. 5.****QUALIFYING EXAMINATION.****PENMANSHIP.**

Wednesday, November 6, 1907; from 10 to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

100

CLOTHING THE ARMY.

A change is intended in the system of clothing the army. At the present time a complete outfit is given on enlistment, with annual issues afterwards, and compensation to soldiers for garments suitable for three months' further wear, besides two pence a day for upkeep and small expenses. In future the idea is to give the complete outfit on enlistment, and men to grant a quarterly clothing allowance after the first year's service, out of which the man is to purchase his clothing, the allowance being fixed for each rank and arm of the service and based on the present value of the articles, while the twopence a day for upkeep would be added to the allowance, and be paid quarterly in advance. Instead of receiving twopence a day kit allowance six months after enlistment, it is proposed to add 30s. 4d. to the first quarter's clothing allowance. Four special clothing days are to be appointed, and the company commander is to be responsible that his men provide themselves with necessary clothing out of their allowance. It is intimated by the Army Council that there is no wish to save at the soldier's expense, but that the idea is to substitute a simple and easily comprehensible method for the present system.

No. 6.**QUALIFYING EXAMINATION.****ENGLISH COMPOSITION.**

Wednesday, November 6, 1907; from 10.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Values.

-
- | | |
|----|--|
| 12 | 1. What are meant by simple, complex and compound sentences? Give an example of each. |
| 12 | 2. Mention the difference between a direct form of speech, and an indirect one. Give an example of each. |
| 12 | 3. Change the following simple sentence into a compound one:—
The steam engine has increased independently the mass of human comforts, rendering cheap and accessible, all over the world, the materials of human enjoyments. |

- 8
- 12
- 24
- 20
4. What is meant by a periodic sentence? Give an example.
5. What are meant by the figures of speech: *allegory*, *metonymy* and *metaphor*? Give an example of each.
6. Show in what respects the following sentences are objectionable and correct them:—
(a) I only bring forward some things that you may clearly understand what I mean.
(b) In all abstract cases where we merely speak of numbers, the verb is better singular.
(c) The intellectual qualities of the youth were superior to those of his raiment.
7. Write a letter of not fewer than 250 words on ‘The Pleasures of Youth.’

100

No. 7.

QUALIFYING EXAMINATION.

ARITHMETIC.

Wednesday, November 6, 1907; from 1.30 p.m. to 3.30 p.m.

(Candidates are required to observe the Regulations strictly.)

N.B.—The work of each question must be given in full; no marks will be given for answers only. No marks will be given for answers to questions 1 and 2 that are not absolutely correct.

Values.

- 6
- 6
- 8
- 10
- 10
- 10
- 15
- 10
- 10
1. Multiply 879859648 by 85079.
2. Divide 39878654983 by 9768.
3. A farmer bought land from B at \$60 an acre and the same quantity from C at \$85 an acre. The price paid for the whole amounted to \$53,215. How many acres did he buy from each?
4. A dealer in horses paid \$9,900 for a certain number, and sold a part of them for \$3,825 at \$85 each, and by so doing lost \$5 a head. For how much each must he sell the remainder, so as to gain \$1,140 on the whole?
5. A receives an annual dividend of \$96 a share on 225 shares of mining stock, and B receives the same total annual dividend on 135 shares of oil stock. Find the annual dividend on one share of B's stock.
6. A grain buyer paid \$2,150 for wheat, one-half as much again for barley and twice as much for corn; he sold the wheat at a profit of 6%, the barley at a loss of 5% and the corn at a gain of 2%. Find his gain on the whole transaction.
7. In 1906, a city had a population of 56,000 inhabitants. If its population had increased $17\frac{11}{17}\%$ in the two previous years what was it in 1904? If its population, instead of having increased, had decreased $17\frac{11}{17}\%$ in the two previous years, what was it in 1904?
8. A principal of \$1,200 was loaned on 12th May, 1905, at 8%. At what date did it amount to \$1,216.80?
9. One company guarantees to pay 6% on shares of \$100 each; another guarantees at the rate of $5\frac{1}{2}\%$ on shares of \$30 each; the price of the former shares is \$124.50, that of the latter is \$34. Find the rates of interest which they return to the purchaser.

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15	10. Find the cost of the material required to fence $2\frac{1}{2}$ miles of railway (both sides), posts placed 8 ft. apart, an 8-in. base board 1 in. thick, a 2 in. by 4 in. rail at top, and 6 strands of wire. The posts cost $12\frac{1}{2}$ cents each, the lumber \$14 per M., and the wire 4 cents a pound. (A pound of wire is $16\frac{1}{2}$ ft. in length.)
100	

No. 8.

QUALIFYING EXAMINATION.

GEOGRAPHY.

Wednesday, November 6, 1907; from 3.30 p.m. to 4.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Values.	
5	1. Name the groups of islands situated on the western coast of British Columbia.
10	2. Give as clearly as possible the situation of Forts Churchill, Albany and Nelson.
10	3. What regions does the Saskatchewan flow through and where does it empty its waters?
5	4. Name the lakes of Manitoba.
5	5. State where New Ontario is situated.
10	6. Name the large American ports in the western part of Lakes Superior and Michigan.
10	7. Name the islands in Lake Huron, and the ports on Georgian Bay and Lake Huron.
15	8. Name the tributaries of the St. Lawrence in the province of Quebec, giving their position, either north or south of this river. What are the principal industries of this province?
15	9. Name the principal seaports of the provinces of New Brunswick and Nova Scotia, and also the railways between these ports.
5	10. Name the strait between Hudson Bay and the Atlantic Ocean.
10	11. Name the states which form New England. Name their capitals.
100	

No. 9.

QUALIFYING EXAMINATION.

HISTORY.

Thursday November 7, 1907; from 9.30 a.m. to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.	
10	1. Who were the last sovereigns of the Tudor and Stuart dynasties? How did the last Stuart end his reign?
10	2. State what you know of Queen Anne's reign.
10	3. How did the Crown of England pass to the reigning dynasty, and who was the first king of that line of sovereigns?
31--6 $\frac{1}{2}$	

HISTORY OF FRANCE.

- 10
4. Who was Francis the First and what remarkable events took place during his reign?
- 10
5. What king reigned in France when she took part in the War of Independence of the American colonies, and what was the end of that king's reign?
- 5
6. Who was the last king of the Bourbon race that reigned in France?

HISTORY OF CANADA.

- 10
7. How many times was Quebec taken, and by whom?
- 15
8. When was a general treaty of peace concluded between the French and the Indian tribes; name the two prominent men present on that occasion.
- 10
9. Name the provinces which entered Confederation in 1867.
- 10
10. Who was the Governor and Lieutenant Governor of Lower and Upper Canada when the first constitutional government was established in these two provinces.

100

No. 10.

QUALIFYING EXAMINATION.

GRAMMAR.

Thursday, November 7, 1907; from 10.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Values.

- 6
1. Some nouns have two meanings in the plural. Give three examples.
- 6
2. Some nouns have plurals differing in meaning from the singulars. Give three examples.
- 6
3. Some nouns have two plurals with different meanings. Give three examples.
- 10
4. Give the comparative and superlative of *nigh, far, late, big, singular*.
- 10
5. Give the perfect tense and perfect participle of *know, shake, give, break, hide, write, fly, go, kneel, and beat*.
- 8
6. Nouns are frequently combined with nouns, adjectives, verbs and adverbs so as to form compound words. Give an example of each.
- 10
7. The subject of a sentence may be enlarged by an adjective, a possessive case, a noun in opposition, a phrase made up of a preposition and a noun and by a participial phrase. Give an example of each.
- 24
8. Show in what respect the following sentences are incorrect. Correct them:—
(a) I am as well as when you was here.
(b) A wise man avoids the showing any excellence in trifles.
(c) There are one or more of them who are not yet returned.
- 20
9. Parse the following:—
Why, 'tis well known that, while I was protector,
Pity was all the fault that was in me,
For I should melt at an offenders tears.
And lowly words were ransome for their fault.

100

SESSIONAL PAPER No. 31

No. 11.

QUALIFYING EXAMINATION.

ORTHOGRAPHY.

Thursday, November 7, 1907; from 1.30 p.m. to 2.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Value.

100

the concludeing Chaptirs give a discription of ecsisting condeeshuns. personal observashons on the crops and on sum of the Economec feenomina are of enterist and vallue; reflekshuns on the soshal and polletical organisashun are of litel importens, becaws the awthur, to put it bluntly, does not no what he is tawking about. he has not evin a speeking akwaintence withe the Results of the grate goverment investegashuns into natif life, and bicaws he did not no for what too Luke, he mite as well have bin blind-folded much off the time. of this as of other parts of the Booke, it May bee sed that the awthur fales knot onley to kullet the necessary fakts frum the skaterd sorses of information, and to sift the troo from the fals; he lacks, to al appearence, the generel noledge of Hueman Sosiety which wood direkt his sersh, wood ennabel him to appree-sheats the rellatife emportence of diferent classes of fackts, and wood enabel him to construkt from his mateeriel a sienintiffic staitment of kundeeshuns. he tawks much about Natif Sosiety, but if it wer moar then a naim to him, he must hav deevoted at leest sum atenshun to the land and laibur relashuns on which it is baids, of which, in fakt, it largely kunsists. of thees natif institueshuns he seams intirely igknowrent. the problem of endividyuel and cummunal land tenyour is dismissed in a line.

No. 12.

QUALIFYING EXAMINATION.

TRANSCRIPTION.

Thursday, November 7, 1907; from 2.30 p.m. to 3.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Value.

100

N. B.—The candidate is required to make a neat, clean and correct copy of the manuscript handed to him with this slip. The words scored through are to be omitted and the interlineations and the marginal and other additions are to be inserted in their proper places as indicated. All change or corrections, other than those marked in the manuscript, *will be counted as errors.*

This paper was a rough draft in manuscript which was submitted to the candidates lithographed. It cannot, of course, be reproduced here.

APPENDIX 7

No. 1a.

PRELIMINARY EXAMINATION.

PENMANSHIP.

Tuesday, November 12, 1907; from 10.15 a.m. to 11 a.m.

Value.

100

ON NATIONAL TRANSCONTINENTAL ROAD.

It was learned to-day at the National Transcontinental Railway office that work of construction is to be vigorously pushed during the coming winter. There need be no anxiety about the unemployed for the winter months.

On the 660 miles of the National Transcontinental Railway under contract between Winnipeg and Moncton it is estimated that over 18,000 men are now at work. The average wage for ordinary labour is from \$2 to \$2.25 per day, while experienced or skilled men get from \$2.75 to \$3 per day. The monthly pay roll on the government section alone of the new Transcontinental is now considerably over one million dollars. On the Grand Trunk Pacific sections of the road from Winnipeg west and employed generally on railway construction work in the west it is estimated that another army of 20,000 men is engaged.

In the lumbering industry whence comes another very large demand for labour during the winter months reports to the labour department state that wages for shantymen show 15 to 25 per cent increase over last year, and are now at record figures. Winter wages are offered at from \$28 to \$32 for road cutters, while teamsters, choppers and sawyers are given \$35, and general hands \$34. Hands are not easily available even at those figures.

No. 2a.

PRELIMINARY EXAMINATION.

ORTHOGRAPHY.

Tuesday, November 12, 1907; from 11 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Copy the following extract, correcting the errors in spelling; 3 marks will be deducted for each mis-spelled word in your copy.

Value.

60

the nova scotia government will have another proposeshun be fore it besides that which the consiliashun bored will propoas regardin the miners. it will be met buy a comitte of five, apointed at a meating of sitizens and the reekwest will bee put strait to the provinshal preemeer that, pending a settelment of the strike, the

SESSIONAL PAPER No. 31

government taik over the mines, and knot onely keep the Pumps going and manetane the propperty in condeeshun, but that it opperait the hole plant, raseing Cole and filling kontrakts. A resolueshun of the Citisens meeting, on which this rekwest will bee baised, setts forth that the strike is rooining the toun. their is how ever very litel hope that the goverment will maik the eck-speriment in cole mine owner ship and opperaishun that the sitezens now propoas. on the other hand the goverment has a def-finit interest in this mattre beeyond a desire to preserv the toun for it colects a Royelt of 10 sents a ton on all cole razed; this a mounts too over \$30,000 anually. the loss sinse the strike began is moar then \$6,000.

No. 3a.

PRELIMINARY EXAMINATION.

ARITHMETIC.

Tuesday, November 12, 1907; from 1.30 p.m. to 3 p.m.

(Candidates are required to observe the Regulations strictly.)

Values.

4	1. Write out in words 70,017; 301,013; 190,001,900; MCMXLIV.
4	2. Write down in figures two hundred and three thousand and forty; eight million and eighty; seven hundred and thirty million and twelve; forty thousand and four dollars and three cents.
6	3. Add together 67895; 98769; 79986; 89978; 68798; 78699; 69687.
6	4. Add together 498; 97865; 8896; 989576; 87986; 8976; 98778; 6985; 88797.
6	5. Take 888952946 from 1879652834.
6	6. Multiply 798659748 by 7.
6	7. Multiply 6958794876 by 8509.
6	8. Divide 3576859155 by 9.
6	9. Divide 32109876543 by 897.
10	10. A dealer bought 6,496 bushels of grain at the rate of \$20.16 for every 32 bushels, and sold it at the rate of 8 bushels for \$7.04. How much did he gain on the transaction?

APPENDIX 8

No. 5a.

QUALIFYING EXAMINATION.

PENMANSHIP.

Wednesday, November 13, 1907; from 10 to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Value.

REDISTRIBUTION OF BRITISH NAVY.

100 Under the new distribution of British and naval vessels the Channel Fleet has been deprived of three battleships, two cruisers, three scouts and thirty-six destroyers; the Atlantic fleet has lost two armored cruisers, and the Home Fleet, which in 1906 had no vessels in commission, now has the following: Six battleships, six armored cruisers, one Sapphire, one Tyne, one Blenheim, one Aquarius, four scouts, forty-eight destroyers. To these fleets as a whole there have been added since last year one battleship, two armored cruisers, ten destroyers, one scout, one despatch vessel and three minor auxiliaries, twenty vessels in all. Concerning these changes 'One Who Knows' says in the London *Daily Mail*: 'The Channel Fleet has been reduced by three battleships and two armoured cruisers, but by the transfer of the King Edward class, the eight heaviest vessels afloat, its battleship efficiency is increased, though reduced numerically by three. The cruiser re-added to the newly constituted Fifth Cruiser Squadron. The three scouts, one Sapphire, and one auxiliary, with thirty-six destroyers, is a real reduction from this fleet, but they reappear in an augmented form in the Home Fleet as four scouts, one Sapphire, five auxiliaries, and forty eight destroyers.

No. 6a.

QUALIFYING EXAMINATION.

ENGLISH COMPOSITION.

Wednesday, November 13, 1907; from 10.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Values.

- | | |
|----|--|
| 12 | 1. What is the difference between a clause and a phrase? Give an example of noun, adjective and adverbial clauses. |
| 12 | 2. Write a complex sentence containing one principal and three subordinate clauses. |

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- 13 3. Substitute other and appropriate words in the following extract for those printed in italics:—
 In the *retreat* from Moscow, Bonaparte *provided* only for his own *security*; the *famished* and the wounded were without *protection*. Forty thousand men, who had been *dispatched* on *distant* and *desperate excursions* to *supply* the army with *provisions*, being *uninformed* of the retreat, *perished* to a man.
- 8 4. Distinguish between the meaning of *explicit* and *express*; *with* and *by*; *discover* and *invent*; *mutual* and *common*.
- 6 5. Distinguish between Barbarisms and Solecisms, giving an example of each.
- 8 6. What is meant by a tautological expression? Give an example.
- 8 7. When is the subject of a sentence said to be complex? Give an example.
- 10 8. Show in what respect the following sentences are objectionable. Correct them:—
 (a) If love was never feigned, it would appear to be scarce.
 (b) That elderly man he that came in late, I supposed to be the superintendent.
- 23 9. Write a letter of not fewer than 250 words on 'Winter Amusements.'

 100

No. 7a.

QUALIFYING EXAMINATION.

ARITHMETIC.

Wednesday, November 13, 1907; from 1.30 p.m. to 3.30 p.m.

(Candidates are required to observe the Regulations strictly.)

N.B.—The work of each question must be given in full, no marks will be given for answers only. No marks will be given for answers to questions 1 and 2 that are not absolutely correct.

Values.

-
- 6 1. Multiply 769854975 by 68097.
- 6 2. Divide 77898763088 by 9786.
- 8 3. A merchant sold a quantity of cloth at \$3 a yard and twice as much at \$2 a yard, the whole amounting to \$2,065. How much did he sell altogether?
- 15 4. A drover bought a number of cattle for \$17,100 and sold a certain number of them for \$12,474 at \$126 a head, gaining \$2,574 on those he sold. How many did he buy at first and how much did he gain on each sold?
- 10 5. A grain dealer bought 40,640 lb. of wheat at \$1.20 a bushel, (60 lb.), and shipped it to Montreal at an expense of 3 cents a bushel. Before he sold it there was a loss in handling, &c., of $\frac{1}{80}$ of the original weight. His profit on the transaction was \$69.85. At what price per bushel did he sell the wheat?
- 10 6. A man having bought a stock of goods for \$4,500, sells one-third at a loss of 5 per cent one-fifth at a gain of 7 per cent and the remainder at a gain of 2 per cent. Find the total gain.
- 10 7. A farmer sold his crop of wheat in 1906 for 8 per cent more than he obtained for his crop of the preceding year; he received for both crops \$5,850. How much did he get for each crop?

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- 10
8. On the 1st May, 1906, a merchant gave his note for \$350, with interest at 7 per cent. When he paid the note, the amount due on it was \$364.70. When did he pay it?
- 10
9. When the $3\frac{1}{2}$ per cents are at 98, what must be the price of another stock yielding $4\frac{1}{2}$ per cent, so that the latter may be as profitable as the former, brokerage included?
- 15
10. Two men, A and B, start from the same point at the same time to walk in the same direction around a square block of land $1\frac{1}{4}$ miles on each side. A walks at the rate of 4 miles and B at the rate of 3 miles an hour. How far will A walk before he overtakes B?

100

No. 8a.

QUALIFYING EXAMINATION.

GEOGRAPHY.

Wednesday, November 13, 1907; from 3.30 to 4.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Values.

- 10
1. Name the straits and rivers of British Columbia.
- 10
2. Name the lakes and rivers of the McKenzie district.
- 10
3. Name the principal cities of the Territories now forming the two new provinces of Saskatchewan and Alberta.
- 10
4. Near what river is Winnipeg built? When was the province of Manitoba organized?
- 10
5. Name the canals and railways of Ontario.
- 10
6. Name the principal rivers and mountains of the province of Quebec.
- 10
7. Name the harbours and bays of New Brunswick and Nova Scotia.
- 5
8. What was the first name of Annapolis?
- 15
9. Indicate what routes a traveller could follow to reach Japan going either east or west.
- 10
10. Name the States forming the Western States.

100

No. 9a.

QUALIFYING EXAMINATION.

HISTORY.

Thursday, November 14, 1907; from 9.30 to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

Values.

HISTORY OF ENGLAND.

- 5
1. What races inhabited England before the Norman invasion?
- 5
2. How many dynasties has there been in England?
- 5
3. In virtue of what right did George the First ascend the throne of England?
- 10
4. What generals distinguished themselves under Queen Anne in England in the field and in politics?
- 10
5. With what historical event is the name of Monk connected?

SESSIONAL PAPER No. 31

HISTORY OF FRANCE.

- | | |
|----|--|
| 10 | 6. Who was Louis the Ninth? State briefly the principal events of his career. |
| 10 | 7. Give the names of the great men who distinguished themselves under Louis the XIV. |
| 5 | 8. Under what king of France did religious war break out? |

HISTORY OF CANADA.

- | | |
|----|--|
| 10 | 9. What parts did the Intendants play under the French regime in Canada? |
| 10 | 10. Who were the discoverers of the great West? |
| 10 | 11. How many constitutions have been granted to Canada from time to time under English regime? |
| 10 | 12. What disturbances occurred in Canada in 1837 and 1838, and who were the popular leaders in Upper and Lower Canada? |

100

No. 10a.

QUALIFYING EXAMINATION.

ENGLISH GRAMMAR.

Thursday, November 14, 1907; from 10.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Values.

- | | |
|----|---|
| 8 | 1. Give the comparison of the following adjectives: <i>far, up, late, near</i> . |
| 12 | 2. Give the past tense and past participle of the following verbs: <i>bide, blow, catch, wear, sting, smile</i> . |
| 12 | 3. Give three examples each of adverbs of time, place, degree and manner. |
| 12 | 4. <i>That</i> is sometimes a relative pronoun, sometimes a pronominal adjective, and sometimes a conjunction. Give an example of each. |
| 30 | 5. Show in what respect the following sentences are incorrect. Correct them:—
(a) Every one but thou, hadst been legally discharged.
(b) It is well understood that diligent industry, and not mean savings produce honourable competency.
(c) We expected that he would have arrived last night, if everything was right.
(d) All the virtues of mankind are to be counted upon a few fingers, but his follies and vices are innumerable.
(e) Let your promises which you have given me be such that you can perform. |
| 26 | 6. Parse the following sentences:—
To discover the true character of the adverb, we must look at the verb in its prevailing and typical character as indicating some kind of activity. Although action does not exhaust the predicated power of the verb, it is the thing that we must always start from. |

100

No. 11a.

QUALIFYING EXAMINATION.

ORTHOGRAPHY.

Thursday, November 14, 1907; from 1.30 p.m. to 2.30 p.m.

(Candidates are required to observe the Regulations strictly.)

Copy the following extract, correcting the errors in spelling; 5 marks will be deducted for every mis-spelled word in your copy.

Value.

100

this some what perfunkturly treetment of the larger kwestion is our Principle, in fakt all most our only kritisism of this serious study by a weltraned investegatur of an interristing and emportent subjeck. we wood, how ever, call atenshun to a sertan *a priori* method of treetment. after a very slite examinashun of contenental feenomina, the awthur sugest the Probability that england was the prekurser of other Nations in devellopeing endustriel paitents. afterwards the sugestyun is treeted as an ascertained result, and the awthur speeks off england as the birth place of the sistim of paitents for the incurragement of knew manyuefactyours. The saim tendansy apeers in the treetment of endustriel paitants as dew to the deeliberaait pollisy of queen elisbeth and her ministers, and of the grants of monoppolies of other kinds as simply a laiter and unintenshunel acreeshun. their is know suffishent awthority givn for this: nor can we dout that monoppollies wer granted prinsipally for finansheal or personel reasons, and in anser to an apeel to the akwissitivness, the fondness, or the good natyour of the sovrain. We regret that a more restricted subject was not taikn, or that the first chapter was not maid much longer and moar serius, moar diskriminaiting and more sientiffickally historrical.

APPENDIX 9**No. 13.****QUALIFYING EXAMINATION.****TYPEWRITING.**

(Candidates are required to observe the Regulations strictly.)

Five minutes are allowed for this subject; at the end of five minutes, the examiner will take up the copy finished or unfinished.

N.B.—This subject may be taken up at any time, to be arranged by the examiner, but it must not be allowed to interfere with the time assigned to the other subjects.

Value.

100

ENGLAND'S FIRST MILITARY AIRSHIP.

England's first military airship tried at Farnborough, Sept. 12, is sausage-shaped, the material of the envelope being the same as that used for the war balloons, a semi-transparent skin, like goldbeaters' skin, made under a secret process in the factory. Over the balloon is stretched a network of fine cordage, the ends meeting below the balloon at an oblong frame of light steel bars, to which the car is attached by rods and stays eight feet or so below. The car, of light metal rods, covered with canvas, is boat-shaped, between 20 and 30 feet long, and about 30 inches deep. The stays from the oblong frame above extend below the car, meeting in a sort of rigid metal keel, so bracing together the whole. The engines, petrol driven, are placed in the forepart of the car, two bright red cylinders of torpedo shape, being fixed in the framework overhead, in which the supply of petrol was stored. The fan-shaped propellers are arranged on either side of the car, jutting out about six or seven feet, and are of aluminum. In the centre of the car two canvas wing-like attachments, some ten or twelve feet long, are fixed, being hinged to allow of them being folded up to the balloon above. In rear a large sail, stiffened with a framework of wood is fixed in the same fashion as the rudder of a ship, whilst kite-like attachments are arranged between the car and the oblong framework above.

No. 14.**QUALIFYING EXAMINATION.****STENOGRAPHY.**

Thursday, November 7, 1907; from 10 a.m. to 10.30 a.m.

(Candidates are required to observe the Regulations strictly.)

NOTE.—The Examiner will read the conditions, and also the matter to be written, before proceeding to the trial, so that the candidates may have a clear apprehension of what they have to do. When all are ready he will read the matter over distinctly in

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exactly five minutes, which will be at the rate of 50 words per minute. If any fail to keep up with the reading, they will necessarily drop out.

CONDITIONS.

Half an hour will be allowed for the extension of the notes, and the candidates who produce perfect transcripts will be awarded 100 marks. For every word omitted and for any wrong word introduced 5 marks will be deducted from the 100, and no account will be taken of exercises short-written to the extent of 12 words. The short-hand notes should be attached to the candidate's transcript.

Value.

100

AS A GOLFER SEES IT.

Amateurs have twice won the Open Championship.

It is generally conceded, whatever view is taken of the style of modern players as compared with that of the older school, that in execution the golfer of to-day is superior to a considerable degree over that of ten years ago. And another fact equally apparent to those who have followed the game closely is that the play of amateur golfers in general is much better than in the older days. Until some ten or fifteen years ago it was a rare thing, even in England, for an amateur to take part in the open championship, while in this country the first few championships in which the two classes competed together were seldom signalized by any amateur playing worthy of note.

Now the amateurs rank almost as high as the professionals, and in the occasional matches that take place between the two the latter are frequently vanquished. In England an amateur has twice won the open championship, and the line of demarkation between the two is steadily growing less. Possibly the amateur of to-day gives more time to the game than the one of a decade ago. Certainly the two classes are being brought closer together, and for this change the success of John Ball, jr., the first amateur to win a professional championship, is largely responsible. It gave those who came after a better hope, and dispelled the nervousness that is so apt to assail those who find themselves confronted with an unprecedented task.

No. 15.

QUALIFYING EXAMINATION.

OPTIONAL SUBJECT—BOOKKEEPING.

Friday, November 15, 1907; from 9.30 a.m. to noon.

(Candidates are required to observe the Regulations strictly.)

Value.

100

1. Messrs. Arthur Brown and Charles Dunn are partners in a manufacturing business. After providing 5% per annum interest on their respective Capital Accounts, profits and losses are to be shared in the proportion of three-quarters to Arthur Brown and one-quarter to Charles Dunn.

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Before closing the books as on 31st Dec., 1906, the following adjustments are to be made:—

- (a) Plant and Machinery account is to be depreciated 10%.
- (b) Furniture and Fittings account is to be depreciated 5%.
- (c) Provision is to be made for Bad and Doubtful Debts at 5%.
- (d) Stock taken as on 31st Dec., 1906, was valued and agreed as between the Partners at \$6,250, the stock having been valued at cost with suitable deductions for old stock. .

From the following Trial Balance of the Ledger Accounts, after making the necessary adjustments, prepare a Trading Account and a Profit and Loss Account for the year ended 31st Dec., 1906, and a Balance Sheet as on that date. Show the partners' accounts in detail in the Balance Sheet.

TRIAL BALANCE.

31st December, 1906.

Arthur Brown, Capital. (1st Jan., 1906)		\$15,000 00
Charles Dunn, Capital. (1st Jan., 1906)		5,000 00
Arthur Brown, Drawings (including interest) .. .	\$1,585 00	
Charles Dunn, Drawings (including interest) .. .	665 00	
Furniture and fittings	2,750 00	
Plant and machinery	3,750 00	
Stock (1st Jan., 1906)	4,750 00	
Purchases	8,400 00	
" Returns		750 00
Sales		16,950 00
" Returns	625 00	
Office expenses	1,250 00	
Trade "	875 00	
Wages (manufacturing)	4,500 00	
Salaries	2,125 00	
Freight and carriage	625 00	
Bad debts	400 00	
Rent	800 00	
Taxes	200 00	
Gas and water	125 00	
Interest and discount		175 00
Reserve for bad and doubtful debts (1st Jan., 1906)		225 00
Sundry debtors	6,250 00	
Sundry creditors		3,400 00
Cash at bank	1,500 00	
Cash in hand	325 00	
	<u>\$41,500 00</u>	<u>\$41,500 00</u>

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APPENDIX 10

LIST OF CANDIDATES WHO WERE SUCCESSFUL IN PASSING THE CIVIL SERVICE PRELIMINARY EXAMINATION IN THE MONTH OF NOVEMBER, 1907.

AT CHARLOTTETOWN.

Fraser, John A.

Miller, Sydney L.

AT HALIFAX.Barnstead, J. Henry.
Butler, John A. C.
Edwards, John F.
Flinn, E. R.
Hayes, Cecil John.Hyland, Arthur L.
Hubley, Adolphus.
Huggins, William M.
Kinsman, Henry W.
Lampier, George F.McCarthy, Charles.
Moreash, Charles E.
Ryan, John F.
Sargent, Frank H.
Taunton, George W.**AT ST. JOHN, N.B.**Corbett, Ephraim W.
Dinsmore, James E.Hartt, Gilbert E.
Kee, Frederick J.

McAvity, John McR.

AT QUEBEC.Bédard, Albert.
Bilodeau, Napoléon.
Bugeau, J. F.Caldwell, Arthur B.
Dussault, Arthur.
Gagnon, Eudore.Mullally, Michael J.
Powers, Preston W.
Timmons, Ellie.**AT MONTREAL.**Archambault, George.
Barré, George E.
Bastien, A.
Beauchemin, Henri.
Bergeron, Ubald.
Bolduc, J. Ephrem.
Charland, Alfred.
Comire, J. Hector.
Coulombe, Lorenzo.
Couture, Deziel G.
D'Aoust, Rodolphe.
Demers, Arthur.
Dostaler, Joseph.
Dubuc, Albert.
Dufault, A.Dufort, D. R.
Dupont, Ernest.
Faribault, C. E.
Frenette, Henri.
Galarneau, Adélard.
Garant, Honorius.
Gareau, C. A.
Gascon, Pierre P.
Godcharles, Jules.
Hudon, Wilfrid.
Hurtubise, Joseph E.
Kennedy, Allan J.
Lemieux, Victor.
Lortie, Frank.
Malo, J. S. G.Marcotte, J. Raoul.
Messier, Henri.
McCrary, Joseph.
McGarvey, Simon.
Patenau, L. E.
Pelletier, J. V. S.
Prevost, J. H.
Remillard, Napoléon.
Ruggeri, Victor E.
Tellier, George A.
Sylvain, Raoul.
Turgeon, Edgar.
Wilson, J. C.
Wilson, Robert G.**AT OTTAWA.**Beattie, James.
Bishop, W. L.
Casey, Thomas.
Chartrand, J. H.
Butler, T. G.
Clewes, H. R.
Desjardins, P.
Dexter, George E.
Ferguson, Stanley.
Gibson, James E.
Harney, C. J.Hastey, Fred.
Jukes, Ethel.
Landry, Narcisse.
Laurier, Angelina.
Matheson, Norman G.
Masson, Mary.
McEwen, Alex.
Nolan, Josie.
O'Brien, John J.
O'Neill, Agnes M.Owens, Edith May.
Paquette, Abraham A.
Ray, Florence A.
Robertson, C. R.
Rump, William J.
Sawyer, Alvan M.
St. Pierre, Leo.
St. George, Robert.
Tomkins, Frances C.
William, Walter.**AT TORONTO.**Argue, Francis.
Aylesworth, Morley.
Brodie, Leo J.
Cannon, Martin.
Cassidy, A. F.
Cassidy, Robert J.
Cassidy, George C.
Child, George.
Clarkson, Robert.
Cruikshank, James L.
Cuthbertson, James R.
Dalton, John J.
Drybrough, David.
Eisen, Louis.
Forham, Thomas.
Girvan, John P.Gilray, S. A.
Graham, William.
Graham, Ethel.
Grooms, Harry E.
Heffering, John.
Hodgkinson, Charles.
Hunt, Walter R.
Hunter, Robert Q.
Hutchinson, William J.
Jamieson, Samuel.
Kaiser, Cecil J.
Kearne, James H.
Kylie, Richard.
Lancaster, J. J.
Mackay, William C.
Madgett, S. E.May, C. R.
McDonell, Allan R.
McKinnon, William A.
McMacken, Gordon.
Morrison, T. J.
Neate, William.
New, William T.
O'Leary, Norman D.
Pollard, S. O. S.
Pope, Albert E.
Ryan, Patrick F.
Slean, John.
Smith, W. H.
Stevenson, David R.
Tait, Francis W.
Willis, Ed. D.**AT LONDON.**Baer, Cory.
Butler, Francis HHerald, Chester A.
Taggie, Fred.

Vernor, Earl W.

SESSIONAL PAPER No. 31

AT HAMILTON.

Gompf, C. E.
Henderson, E. F.
Law, James M.

Little, Charles W.
Merrifield, William.

Morgan, Ernest A.
Smith, Joseph.

AT KINGSTON.

Howson, George Hy.

AT WINDSOR, ONT.

Langlois, Adolphe.
Latam, Jno. James.

Monforton, Edmund.

Tino, Arthur.

AT WINNIPEG.

Argue, W. P.
Armstrong, Laurence H.
Barbour, John.
Bartlett, Arthur J.
Beatson, George G.
Beetham, John W.
Burnside, David.
Carter, Walter.
Coleman, Willie L.
Field, Frank H.
Gaston, William A.
Gorrell, George J.
Harvey, Arthur Al.

Irle, Thomas Wm.
Johnston, James.
Minchin, L. S.
Morton, John E.
Parsons, J. L.
Pinniger, H. A.
Priddy, Arthur H.
Prior, H. W.
Pusey, Charles Hy.
Reddy, Robert.
Roberts, Felix.
Robertson, Alex. M.
Ross, W. F.

Russell, V. C.
Rutledge, Thomas A.
Sanders, Wilfrid H.
Spicer, Harry.
Taylor, H. F.
Teafe, George F.
Thompson, T. H.
Thomson, John C.
Thomson, William.
Tucker, W. T.
Warrington, Thomas.
Wheeler, Henry J.
While, Walter J.

AT CALGARY.

Aitken, Allan D.
Aitken, A. P.
Baker, Charles W.
Bird, George F.
Blackmore, Ernest H.
Dadds, John A.
Goldberg, Louis.
Goode, Octavius.
Greenwood, James Y.

Hamblin, John E.
Holmes, Fred. A.
King, Edward.
Lacasse, Edmond E.
Mackinnon, Donald.
Pratt, Thomas J.
Rigby, William.
Ross, Wm. G.
Scott, G. J.

Speechly, James S.
Standring, D. H.
Sturup, Cecil.
Cousins, F. W.
McEachren, Daniel.
Dingle, A. W.
Johnston, Joseph A.
Topley, George C.

AT EDMONTON.

Cook, James.
Crook, Frank.
Cryderman, Manley R.
Falconer, John S.
Fortin, M. A.
Haythorn, Francis R.

Jamieson, John J.
Mackenzie, Alex. R.
McAfee, Alex. M.
McDougall, Ronald A.
Stark, Alex. B.

Stobie, William.
Talbot, Harry D.
Venner, George A.
Venner, Wilfrid J.
Tessier, Joseph N.

AT MOOSE JAW

Cunningham, J. Grant.
Graham, Marguerite S.

Grayson, C. J.
Hewitt, T. H.

Little, Cecil.
Robertson C. Adelina

AT VANCOUVER.

Anderson, Thomas.
Bradley, B. A.
Arnold, S. D.
Clarke, Lewis E.
Eckley, Kenneth.

Edwards, A. F.
Grant, George A.
Herring, George.
Johnston, John.
Quinn, A. F.

Selwood, Archibald.
Watson, John W.
White, Georgie E.
Harrison, A. B.

AT VICTORIA.

Onions, Albert

Parsons, Frederick.

JNO. THORBURN, M.A., LL.D.,
Chairman.
A. D. DECELLES, LL.D., F.R.S.C.,
Examiner.
J. C. GLASHAN, LL.D., F.R.S.C.,
Examiner

Certified Correct,
WM. FORAN
Secretary

7-8 EDWARD VII., A. 1908

APPENDIX 11

LIST OF CANDIDATES WHO WERE SUCCESSFUL IN PASSING THE CIVIL SERVICE QUALIFYING EXAMINATION. NOVEMBER, 1907.

AT VICTORIA.

Huggett, Alfred Percy

AT VANCOUVER.

Clark, Lewis E.
Grant, Geo. A.
McLellan, M. H.Reid, Q. S.
Selwood, Archibald.Trythall, Roy W.
Watson, John W.

AT MOOSEJAW.

Bissell, D. McK.
Booker, Wm. S.Cunningham, J. Grant.
Hodge, W. E.

Knight, Chas. F.

AT PORT ARTHUR.

Smith, B. H

AT LONDON.

Blackburn, Ina Beatrice.
Martin, M. H.
Stanley, Fred. C.Stephenson, Geo. E.
Strong, Lilius H.Trebilcock, Norman.
Tytler, Janet M.

AT HAMILTON.

Carlin, Raymond J.
Dowling, D. J.
Greene, Ernest.Locke, Wm. F.
McGillivray, Hugh A
McHaffie, Grace E.Mitchell, Jas. L.
Robinson, Norman J.
Stuart, Wm. B.

AT KINGSTON.

Aylesworth, Robt. W.
Buckley, Frank V.
Colwell, Arthur B.
Cook, W. J.
Daley, JosephDinnis, Jas. A.
Ferris, Mary.
Hayes, Francis.
Lally, Jno. E.Loucks, Ethelwyn.
Richardson, Ervil.
Sprague, F. W.
Wardrobe, Maude.

AT WINDSOR.

Cummixford, F. D.
Latam, John James.

Kerr, Jas. W.

Langlois, Idolphe.

AT OTTAWA.

Atford, V. Bland.
Allen, Albert T.
Allen, J. A. Van.
Apperley, Richard E
Arcand, A.
Asseltine, Helen A.
Atwater, H. E.
Barrette, Valida Alice.
Bawden, Sarah D.
Bebb, Emma M.
Bennett, Chas. H.
Birdwhistle, M. J.
Boulais, Bernadette.
Boulay, Edouard.
Boulay, Frank J.
Brenot, Gaston.
Brownell, Wm. H.
Bulger, Thos. D.
Bunel, Edmond G.
Burns, Patrick J.
Butterworth, Frederick.
Burrows, Florence.
Barthe, Alice.
Bartram, Mary M.
Blount, Bessie.
Brown, Oscar Y.
Cameron, D. S.
Campbell, Jean
Cawdron, A. R.
Chambers, Margaret R.
Chandler, Annie.Grant, Edith A.
Grant, John F.
Grignon, Henri.
Grimes, Amy Agnes.
Guindon, Ignace.
Guy, John.
Halton, Walter T.
Hamel, Rachel.
Hogan, T. J.
Hogan, W. J.
Hull, Wm. J.
Hunt, W. A.
Hudon, J. Lucien.
Haskett, Elizabeth
Iveson, W. H.
Jobin, Paul.
Jones, Helen M.
Jukes, Ethel.
Joyce, Josephine.
Kealey, Catherine A.
Kealey, Marie L.
Kerr, John.
Knight, Mrs. Cecilia.
Labrosse, Joseph.
Lafamme, J. E.
Lafleur, Francis J.
Langdon, Lilya Eliza
LaRocque, Beatrice.
Larocque, William
Laurin, Angéline.
Leddy, W. J.Mahon, Mary A.
Moss, Laura.
Murphy, Mary.
McIntosh, Gregory J.
Narraway, Chas.
Neville, Chas. J.
Neville, Mary.
Noonan, Geo. A.
Noonan, John M.
O'Connor, Ed. E. A.
O'Doherty, H. A. O.
Ogilvy, Grace.
O'Hara, J. J.
O'Leary, Matt. J.
Olmsted, Chas.
O'Neill, Ida A.
O'Regan, Wm. T.
Owens, Edith May.
O'Meara, Hubert A.
Pelletier, Jos. S.
Potter, Mary Agnes.
Poulet, Arthur.
Powers, Ethel L. M.
Publow, Wm. J.
Pitau, Gustave.
Prenter, Gertrude E.
Quinn, E. F.
Rankins, Grace A
Ratty, Aline.
Redmond.
Regan, John.

SESSIONAL PAPER No. 31

AT OTTAWA—*Continued.*

Charron, Oscar.
Chartrand, Laura.
Cherry, Kate Mary.
Clarke, Henry G.
Clarke, Jessie.
Cole, May Augusta.
Coolican, Peter T.
Corbett, Flora.
Courvoisier, Leonie.
Daws, Harriet Ethel.
Delaney, M.
Dewar, Jessie.
Dewar, Kate.
Dowling, Isabel.
Doyle, Annie M.
Doyle, Thomas J.
Doyle, Thomas Vincent.
Driscoll, Florence.
Dunning, Irene F.
Dumoulin, Marie D.
Dundas, William.
Dupuis, Marie F.
Dupuis, J. M. H.
Desjardins, Maria.
Dicks, Thos. J.
Danis, Bertha.
D'Aoust, Clara.
Eastwood, Whiteley.
Ebbs, Edward.
Edey, Edna M.
Edey, Emily J.
Erret, Philip A.
Erwin, M. J.
Farrel, Mary E.
Fee, Norman.
Flewellyn, Mabel E.
Foley, Mary E.
Fraser, Bertha A. M.
Fraser, Grace B.
Fraser, H. D.
Fuller, Ralph L.
Foley, P. J.
Gagné, William D.
Gaul, Horace.
George, May.
Gill, Wm. P.
Grant, William C.

Lefurgey, Jessie L.
Lemesurier, Andrew.
Leonard, Catherine.
Lett, C. E.
Lett, G. M.
Lett, L. B.
Lightbody, Jennie.
Lochman, John S.
Lochman, W. P.
Lynott, Tessie.
Lanoix, Graziella.
Lang, Jane Allison.
MacDonald, Angela.
MacFarlane, Agnes.
Marshall, Percy A.
MacMillan, Alex. M.
Magurn, Beatrice E.
Marin, J. M.
Marston, F. Evelyn.
Martin, A. Maude.
Masson, Mary.
Matheson, Norman E.
Mills, J. W.
Mitchell, Victor.
Mongenais, C. Emile.
Mooney, Michael.
Mooney, Lorne P.
Mulloy, John B.
Murray, M. R.
McAllister, Grace E.
McCallum, Frank.
McCarthy, Agnes.
McCarthy, Laura E.
McCullough, Evelyn.
McDonald, Margaret.
McDougall, Daniel C.
McGill, M. Evelyn.
McIlmoyle, Clemina.
McIlmoyle, Harry C.
McIntosh, Clara I.
McIntyre, Geo. J.
McIntyre, W. E.
McJanet, Jessie.
McKay, Anna S.
McKiam, Katharine.
McMullen, Jas P.
McQuaig, Bertha.

Reinhardt, Eugene.
Richamn, H. R.
Rocque, Albert O.
Rogers, Marion.
Rook, Jennie E.
Ross, Jeanette, M.
Ross, Muriel G.
Roxborough, Irma B.
Robertson, H. A.
Roy, Jean L.
Ryley, Gerald.
Saunders, Katharine.
Savage, Gussie.
Scott, Agnes.
Scott, Mary I.
Scott, Irvén.
Shaw, Robert.
Shea, Annie E.
Shea, John J.
Shields, Jas. P.
Shirley, Malvina M.
Sims, Annie E.
Smith, Alexina St. Jean.
Spence, C. F.
Stainstreet, Ethel.
Starrs, Katie.
Stevenson, Robina M.
St. George R. B.
Stearns, Chas. H.
Thériault, Ernest.
Tobin, Chas. W.
Traversy, A. A.
Traversy, Walter J.
Traversy, Agnes.
Turcot, Marie R.
Turcotte, E.
Tennant, G. G.
Wainwright, Marjory.
Watterson, Florence S.
Webber, Clara.
Weilbrenner, Jeannie.
Westman, Florence M.
Westman, Winnifred.
White, Edith.
Winthrop, Winnifred.
Wright, Florence B.
Yuill, J.

AT TORONTO.

Argue, Francis.
Barringer, Wm. T.
DeLury, Helen.
Doane, Dora E. T.
Elliott, Annie.
Fowler, Lillian K.
Graham, E. Ethel.
Gardener, Mabel L.
Hodgins, Mary.

Hurley, Francis.
Gibson, W. W.
Guilfoyle, Thos.
Kenyon, T. H. Gordon.
Lewis, Catherine B.
Ley, Emily A.
Madgett, S. E.
Martin, Madge A.
McConnell, Albert G.

McGill, Geo. W.
Melloy, Annie.
O'Donohoe, Augustin T.
Risebrough, Harriet W.
Rose, Geo. M.
Rose, Hugh.
Steers, Muriel.
Vasey, Oliver M.
Ward, Essie R.

AT MONTREAL.

Belair, Henri.
Bellefeuille, Maurice.
Bolduc, J. E.
Carriere, Omer.
Couture, Daziel G.
Dorais, J. P. B.
Faribault, C. E.

Gervais, J. A.
Gagnon, J. A.
Lafrance, Maurice.
Larocque, P.
Ledoux, Lina.
Millier, Henri J.
Price, Ethel.

Robert, Napoléon E.
Robertson, Fred. S.
Trahan, Stephen.
Turgeon, Edgar.
Valois, Gustave.
Valois, Leonise.
Vipond, Myrtle R.

AT QUEBEC.

Bélanger, Edouard.
Bernier, Thos.
Boisvert, Jos.
Guenet, J. Roméo.

Hamel, Marie.
Hamel, Juliette.
Lafontaine, Nathaniel.
Matte, Celien.

Paré, Chas.
Patry, J. A.
Pouliot, J. A.

AT ST. JOHN, N.B.

Casey, F. J.
Farmer, Richard C..

Loggie, Helen M.
McCavour, Samuel P.

Troy, Allan H.
Wood, Wm. J.

AT HALIFAX.

Altz, Godfrey J.
Drew, H. D.
Foley, Maurice A.

Hayes, Cecil John.
Heisler, Chas. William.

Whalen, Thos. R.
Withers, F. H.

AT CHARLOTTETOWN.

Burnett, Thos.
Duffy, John J.

Gaudet, W. A.
McKenzie, Jos. A.

Smith, Lawrence.
Trainor, Hugh A.

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AT EDMONTON.

Rea, John.
Stark, Alex. B.

Venner, Geo. A.
Knott, John E.

Lamoureux, L. O.

AT WINNIPEG.

Acheson, S. M.
Bailey, Dorothy I.
Beatson, G. G.
Cann, Maurice D.
Chabot, Alphonse.
Chartrand, Adelard.
Clark, Edwin.
Gannon, J. E. S.
Good, Wm. J.
Guernsey, E. Irene.

Heath, Chas. M.
Hood, James G.
Houde, Girard.
Lawrie, John F.
Lavoie, Josephine.
LeHaye, Raymond.
Leslie, Wm. Jas.
Macpherson, Duncan.
McNeill, Norman J.

Morrow, Wm.
Osborne, W. S.
Prendergast, M. A.
Purdon, Carlisle.
Sadd, Thos. A.
Salisbury, Harold M.
Scott, Wm. S.
Ross, Thos. H.
Williams, T. H.

AT CALGARY.

Anderson, L. B.
Blackmore, Ernest H.
Brown, Wm. R.
Dingle, Albert W.
Kerr, Lewis H.

Lacasse, E. E.
Macdonald, John A.
Peel, W. W.
Porter, Lillie A.
Redman, John A.

Saurette, Nap.
Standring, D. H.
Topley, Geo. C.
Taylor, W. H.

AT REGINA.

Anderson, F. Jas.
Armstrong, Harry F.
Dow, J. Neil.

Gravel, Guy.
Hawkins, Geo. E.
Hindson, Frederick W.

Kerr, John F.
Labelle, Leo. J.

JOHN THORBURN, M.A., LL.D.,
Chairman.
A. D. DECELLES, F.R.S.C., LL.D.,
Examiner.
J. C. GLASHAN, F.R.C.S., LL.D.,
Examiner.

Certified correct,

WM. FORAN,

Secretary to the Board of Civil Service Examiners.

SESSIONAL PAPER No. 31

APPENDIX 12

LIST OF CANDIDATES WHO PASSED SUCCESSFULLY IN OPTIONAL SUBJECTS AT THE CIVIL SERVICE EXAMINATION HELD IN NOVEMBER, 1907.

AT OTTAWA.

Asselstine, Helen A.....	Stenography and typewriting.
Clarke, Jessie.....	Stenography and typewriting.
Cole, Mary Augusta.....	Stenography and typewriting.
Daws, Harriet Ethel.....	Stenography and typewriting.
Grignon, Henri.....	Stenography and typewriting.
McJanet, Jessie.....	Stenography.
Potter, Mary Agnes.....	Stenography and typewriting.
Regan, Jno.....	Stenography and typewriting.
Ross, Jeanette M.....	Stenography.
Roy, Jean L.....	Stenography and typewriting.
Scott, Agnes.....	Stenography.
Savage, Gussie.....	Typewriting.
Weilbrenner, Jennie.....	Stenography.

AT QUEBEC.

Pouliot, J. A.....	Stenography.
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AT LONDON.

Blackburn, Ina Beatrice.....	Stenography and typewriting.
Tytler, Janet M.....	Stenography and typewriting.

AT HALIFAX.

Altz, Godfrey J.....	Bookkeeping.
Hayes, Cecil John.....	Stenography and typewriting.

AT HAMILTON.

Green, Ernest.....	Typewriting.
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AT KINGSTON.

Hayes, Francis.....	Typewriting.
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AT WINNIPEG.

Osborne, W. S.....	Bookkeeping.
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Certified correct,

WM. FORAN,

Secretary to the Board of Civil Service Examiners.

APPENDIX 13

LIST OF GRADUATES OF CANADIAN UNIVERSITIES WHO HAVE EXHIBITED THEIR DIPLOMAS TO THE BOARD AND WHO, IN CONSEQUENCE, ARE QUALIFIED FOR EMPLOYMENT IN THE PUBLIC SERVICE WITHOUT EXAMINATION.

Year.	Name.	Year.	Name.
1889.....	W. Ranstead.	1902.....	Miss M. Miller.
1889.....	A. S. Smith.	1902.....	E. W. Westover.
1889.....	M. Monaghan.	1903.....	L. W. Watson.
1890.....	Henry Brent.	1903.....	J. H. Chabot.
1890.....	M. Lacaille.	1903.....	T. K. J. Doherty.
1893.....	J. A. Valois.	1903.....	L. Rush.
1894.....	Alph. Charron.	1903.....	Wm. F. Sparks.
1894.....	A. Robert.	1903.....	L. R. Lavergne.
1894.....	A. W. Beall.	1903.....	J. Lacharité.
1894.....	Wm. A. Warne.	1903.....	A. Dugas.
1894.....	Roger Goulet.	1903.....	A. Prenoveau.
1895.....	C. V. DeBrisay.	1903.....	A. Dumas.
1895.....	Chs. Amiot.	1904.....	F. W. Long.
1895.....	Jno. Francis Ran.	1904.....	H. W. Bell.
1896.....	J. And. Thomas.	1904.....	H. Garneau.
1896.....	C. T. Sharpe.	1904.....	G. Bélanger.
1896.....	A. A. O'Brien.	1904.....	S. J. Robertson.
1896.....	Wm. F. Kehoe.	1904.....	A. Messier.
1896.....	Albert H. Brown.	1904.....	C. L. Fisher.
1896.....	L. Sawyer.	1904.....	O. Noel.
1897.....	J. B. Beaulieu.	1904.....	L. R. Ostigny.
1897.....	T. A. Howard.	1905.....	P. A. David.
1897.....	Albert Beauchesne.	1905.....	M. J. Williams.
1897.....	C. N. Dalglish.	1905.....	G. Matte.
1898.....	J. Ernest Collin.	1905.....	Miss M. E. Burne, te.
1898.....	E. A. McKay.	1905.....	Miss M. A. McLaughlin.
1898.....	T. F. Clancy.	1905.....	J. W. Forbes.
1899.....	W. H. Allison.	1905.....	C. F. Gillen.
1899.....	B. C. Cerswell.	1905.....	H. Rheault.
1899.....	O. H. Cogswell.	1905.....	C. J. Allan.
1899.....	C. Hislop.	1905.....	A. Webster.
1899.....	A. H. Shea.	1905.....	A. H. McKee.
1899.....	L. J. R. Gaboury.	1906.....	J. Freeland.
1899.....	H. W. Charlton.	1906.....	C. E. Rouleau.
1900.....	Edwin North.	1906.....	A. D. Watson.
1900.....	J. N. Robertson.	1906.....	A. Ducharme.
1900.....	Jno. P. Wren.	1906.....	J. Ebbs.
1900.....	Frank Leger.	1906.....	Jas, Gray.
1900.....	S. McEwen.	1906.....	E. J. Leger.
1900.....	A. G. Harvey.	1906.....	J. Voaden.
1900.....	A. M. Maxiven.	1906.....	J. D. McLennan.
1901.....	J. E. Pollock.	1906.....	F. S. James.
1901.....	J. W. Delaney.	1906.....	R. Miller.
1901.....	A. E. Fisher.	1906.....	F. B. Shaver.
1901.....	W. J. Purney.	1906.....	J. A. Deschenes.
1901.....	J. Hood.	1906.....	Miss H. M. Wright.
1901.....	J. O. A. G. Leveille.	1906.....	J. A. Transchemontagne.
1901.....	John Kerr.	1906.....	J. H. Hooper.
1901.....	C. G. Cowan.	1906.....	H. F. Tufts.
1902.....	David Walker.	1907.....	F. Rinfret.
1902.....	L. P. J. Neville.	1907.....	H. K. Bowes.
1902.....	J. H. Kerr.	1907.....	A. Young.
1902.....	C. G. Cowan.	1907.....	U. Desrosiers.
1902.....	J. E. G. G. Leveille.	1907.....	Camille Dubuc.
1902.....	Louis Rousseau.	1907.....	J. A. Bonin.
1902.....	Raoul Laurier.	1907.....	H. C. M. Chisholm.
1902.....	A. B. G. Lewis.		

